

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
N.S.C., OAKLAND, CALIFORNIA 94625

100

1 February 1968

MEMORANDUM

RECEIVED

1/6 Return

From: P-25

FEB 12 1967

To: All PAC Ships

Subj: Cargo gear; inspection and ~~MAINTENANCE~~
USNS POSSUM ASMO

Ref: (a) Revised check off list for Formal Administrative Inspection, MSTTS Form 5041/2K (Rev 9-66)
(b) MSTSPAC INST P-4700.3B "Ships Maintenance Manual"
(c) CG-256 Rules and Regulations for Passenger Vessels
(d) CG-257 Rules and Regulations for Cargo and Miscellaneous Vessels

1. Reference (a) is the new inspection check off list to be used for Post-Administrative Inspections. In that part of reference (a) with the heading "Safety Features", and Section I, Deck Department, Item 28, which requires that a check be made in the TIR or RD equipment, if appropriate, that inspection and logging of cargo gear was made.

2. Your attention is invited to reference (b) which sets forth the responsibilities of the ship's boatswain and requires that:

- (a) a daily check be made of all cargo gear stowage.
- (b) a weekly inspection of all booms, rigging and associated fittings.

Both of these above checks and inspections are to be entered in the diary by the watch officer.

3. Reference (c), Article 71.47-70 covers (passenger ships) requirement that ship's officer for inspection of cargo gear and Article 70.37-54.1(1)(a) requires that cargo gear inspections be made at least once a month and be made in the official log book.

4. Reference (d), Article 91.37-70 covers (cargo ships) responsibility of ship's officer for inspection of cargo gear and Article 97.35-5(a)(3) requires that cargo gear inspections be made at least once a month and be noted in the official logbook.

C. W. Lockard
C. W. LOCKARD

C/C P-3
P-010

APPENDIX A

ROUTINE DUTIES AND RESPONSIBILITIES OF
OFFICERS AND KEY PERSONNEL

The routine duties and responsibilities of officers and key personnel in a typical in-service, civil service-manned (USNS) ship are shown in this appendix.

The department head shall use the sample lists as guides in establishing the duties and responsibilities of personnel under his cognizance to meet the maintenance requirements of his particular ship. He shall adjust the periodic schedules for maintenance and inspection and add or delete duties as he deems appropriate, based on his operating experience. He is further responsible for checking work books weekly and for making routine inspections of the equipment.

THIRD OFFICER - RESPONSIBILITIES

The third officer is responsible for maintenance of life saving and abandon ship equipment, including stenciling and periodic testing, as follows:

Weekly:

1. Lifeboats, as provided in Chapter 82.
2. Life floats.
3. Floater nets - lashings and stowages.
4. Debarkation nets - fastenings, corrosion defects.
5. Debarkation ladders - fastenings, corrosion defects (during fire drills).
6. Life preservers - completeness and stowage.
7. Ring life buoys - stowage and condition.
8. Pyrotechnics, bridge and lifeboat.
9. Lifeboat station indicator arrows and station markings.

Monthly:

1. Lifeboats.
2. Life floats.

Quarterly:

- *1. Lyle gun, test fire.
- *2. Shoulder gun, test fire.

TO: THIRD OFFICER 104-1

SUBJECT: THIRD OFFICER, DUTIES OF: Ref. Paragraph 2-2-8 COMSTSINST P 3120.2C

The third officer is a watch officer in the deck department. He shall assist the master and senior deck officers in carrying out their responsibilities and in their absence shall assume command of the ship.

a. Under the supervision of the first officer, he shall have charge of, and see to the condition and repair of, lifeboats and liferafts, liferings, life jackets and other lifesaving equipment, lyle gun and equipment. He shall prepare and submit to the first officer, supply and repair lists for equipment under his jurisdiction.

b. He shall advise the crew as to their stations and duties during emergency drills and, when passengers are embarked, cooperate with the COMILDEPT in issuing instructions to passengers. During fire drills, he shall check fire-fighting equipment and the performance and proficiency of men in his assigned area. If assigned to command a lifeboat, he shall muster the crew assigned to his boat, instruct them in their duties and in the handling of lifeboat gear, and shall check the life jackets of passengers.

c. As a watch officer at sea or in port, he shall be responsible for the proper performance of duties specified in Articles 2-2-11 and 2-2-12, as appropriate.

d. During cargo loading and discharging operations, he shall be in charge of that part of the ship assigned to him, and in conjunction with other deck officers and under the general supervision of the first officer, shall be responsible for the safe loading, stowage and discharge of cargo. He shall inspect ship's holds to see that they are clean, dry, ventilated and properly prepared to receive the type of cargo to be loaded. He shall see that cargo is distributed according to plan, well dunnaged, marked and secured in place. He shall take necessary precautions to prevent pilferage or damage to cargo, making an immediate report thereof when occurring.

TO: WATCH OFFICERS

SUBJECT: WATCH OFFICERS AT SEA AND IN PORT, Ref. Par. 2-2-11 and 2-2-12
COMSTSINST P3120.2C

2-2-11 WATCH OFFICER AT SEA

Any deck officer assigned a watch at sea, shall ensure that his watch is maintained in a proper and efficient manner, by posting qualified and alert lookouts, checking to see that the quartermaster steers the correct course, and that watchstanders carry out all orders given to them.

a. He shall be responsible for determining the ship's position by celestial observations and shall know and observe applicable navigation laws. He shall maintain a navigational plot and submit any required position reports, including the noon report, that may occur during his watch. He shall report to the master any unusual changes in weather conditions, deviation of the compass, speed of the ship, or other unusual conditions.

b. During periods of low visibility, fog, mist, falling snow, or heavy rainfall, he shall place lookouts where they can see and hear to the best advantage, sound the fog signal, set a moderate speed, and notify the master. He shall make proper entries in navigation records and log books of all important matters during his watch, and precautions taken due to unusual conditions.

2-2-12 WATCH OFFICER IN PORT

Any deck officer assigned a watch in port, shall ensure that his watch is maintained in a proper and efficient manner. He shall ensure that adequate and alert watchmen are in attendance to prevent unauthorized persons from boarding the ship and shall take other appropriate security measures.

a. He shall check mooring lines, rat guards, lights and gangways, observe the work and repairs being performed by shore gange or crew members, be responsible for the safe loading, stowage and discharge of cargo as directed, acquaint himself with shore-side fire fighting facilities, and ensure that all possible precautions are taken against fire, damage to the ship, or injury to the crew or passengers. The officer on watch at the time designated for testing steering gear and bridge equipment, shall conduct such tests and be prepared to assume charge of any docking or mooring station.

b. A deck officer assigned a watch in port with the ship at anchor shall, in addition to the requirements set forth above, ensure that all necessary measures are taken for the safety of the ship. He shall carry out such orders as may be issued by the master and shall acquaint himself with the state of readiness of the main propulsion engines. He shall, at least hourly, check the state of the chain and anchor, ensure that the anchor and riding lights are properly illuminated, check the state of the weather and check the position of the ship at anchor by a navigational fix of this position on the anchorage chart. He shall immediately notify the master of any marked change in the state of the weather, and order the engines on standby in the event of dragging of the anchor or other circumstances which might render it advisable to get the ship underway. During periods of low visibility, he shall post lookouts where they can see and hear to the best advantage and sound the fog signal.

MONTH MARCHYEAR 1967SIGNATURE J. F. Kreitz

DAILY

ITEM	DATE	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. WHISTLE		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
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1. LIFE BOATS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
2. LIFE FLOATS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
3. FLUTER NETS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
4.																							
5. DEBARK LDRS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
6. LIFE PRESERVERS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
7. RING LIFE BUOYS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
8. PYROTECHNICS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
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SEMI - ANNUALY

MONTH APRIL

YEAR 1967

SIGNATURE J. F. Kreat

DAILY

17 Oct 1925

WEEKLY

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2.	<u>LIFE FLOATS</u>	S	S	S	
3.	<u>FLOATER NETS</u>	S	S	S	
4.	<u>DEPARK LDRS</u>	S	S	S	SOME CORROSION
5.					
6.	<u>LIFE PRESERVERS</u>	S	S	S	
7.	<u>RING LIFE BUOYS</u>	S	S	S	
8.	<u>PYR. TECHNICS</u>	S	S	S	
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DAILY

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MONTH

YEAR

SIGNATURE

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MONTH _____ **YEAR** _____ **SIGNATURE** _____

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SEMI - ANNUALY

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YEAR _____

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MONTH

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SEMI - ANNUALY	
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USNS GENERAL JOHN POPE (T-AP110)

DATE _____

REPAIR LIST REQUEST

SUBJECT _____

DATA _____

LOCATION _____

CONDITION _____

QUANTITY/SIZE _____

RECOMMENDATION _____

SIGNATURE

USNS GENERAL JOHN POPE (T-AP110)

DATE _____

REPAIR LIST REQUEST

SUBJECT _____

DATA _____

LOCATION _____

CONDITION _____

QUANTITY/SIZE _____

RECOMMENDATION _____

SIGNATURE

USNS GENERAL JOHN POPE (T-AP 110)
C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

SHIPS FORCE WORK REQUEST FORM

DATE _____

TO: _____

DEPARTMENT

FROM: _____

DEPARTMENT

NAME OF EQUIPMENT OR ITEM

PLACE/OR-LOCATION:

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USNS GENERAL JOHN POPE (T-AP 110)
C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

SHIPS FORCE WORK REQUEST FORM

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JOB ORDER NO# _____

PRIORITY _____

APPROVED: _____

DEPT. HEAD

DEPT. HEAD/OR ASSIT. DEPT.
HEAD.

USNS GENERAL JOHN POPE (T-AP 110)
C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

SHIPS FORCE WORK REQUEST FORM

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DEPT. HEAD/OR ASSIT. DEPT.
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APPROVED: _____

DEPT. HEAD

USNS GENERAL JOHN POPE (T-AP 110)
C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

SHIPS FORCE WORK REQUEST FORM

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APPROVED: _____

DEPT. HEAD

USNS GENERAL JOHN POPE (T-AP 110)
C/O FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

SHIPS FORCE WORK REQUEST FORM

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PRIORITY _____

DEPT. HEAD/OR ASSIT. DEPT.
HEAD.

APPROVED: _____

DEPT. HEAD