

1967

## DECK INSPECTION - MAINTENANCE AND PRESERVATION (Cont'd)

The following major deficiency existed on this inspection:

P-5: Personnel were observed applying fresh paint to rusty areas which had not been properly sealed and coated with preservative. There was also evidence that many areas had been freshly painted without the proper preparation of surfaces beforehand.

P-5: Ensure that all Deck Department personnel are familiar with proper painting techniques, and that all painting is accomplished in accordance with COMDECKINST 4750.1B.

The cleanliness and preservation of USNS FORK reflected an aggressive, systematic maintenance program. However, emphasis should be placed on the proper preparation of surfaces for painting and on supervision. Eleven minor deficiencies were noted, most of which can readily be corrected by the ship's force.

A grade of GOOD with a mark-percentage of 84 is recommended.

### DECK DEPARTMENT - NAVIGATION

All deficiencies from the last inspection had been corrected.

There were no major deficiencies on this inspection.

The bridge area was very well maintained and clean. Charts and publications were current and well stored. All bridge personnel were well informed concerning their duties. One minor deficiency was noted.

A grade of EXCELLENT with a mark-percentage of 94 is recommended.

### DECK DEPARTMENT - CARGO PROCEDURES

There were no deficiencies on the previous inspection.

There were no deficiencies on this inspection.

Cargo procedures were administered in accordance with current directives. Written orders for the guidance of deck officers were adequate. All records and publications were current.

A grade of EXCELLENT with a mark-percentage of 90 is recommended.

### DECK DEPARTMENT - COMMUNICATIONS

All deficiencies from the last inspection had been corrected.

The following major deficiencies existed on this inspection:

P-6: Item 17 - The combination to the radio room file cabinet in which classified material is stored was not changed when the present Radio Officer was assigned on 9 November 1966.

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## DECK DEPARTMENT - COMMUNICATIONS (Cont'd)

B-6: Change the combination at least once a year or at any time personnel who have knowledge of it are detached from the ship.

B-7: Item 39 - The radio station log contained erasures.  
 B-7: Make corrections by drawing a single line through the error, insert the correct information, and initial as required by FCC Rules and Regulations.

Radio spaces and equipment were in excellent condition relative to cleanliness and preservation. Operating instructions, danger signs and safety precautions were posted as required.

A grade of GOOD with a mark-percentage of 85 is recommended.

DECK DEPARTMENT	GRADE	MARK-PERCENTAGE	WEIGHT	FACTOR	WEIGHTED GRADE
General Personnel Admin.	I	90.00	x	10	- 9.00
Per. Appearance & Bearing	I	90.00	x	5	- 4.50
Department Administration	G	83.00	x	10	- 8.30
Cleanliness & Preservation	G	84.00	x	25	- 21.00
Garage Procedures	I	90.00	x	5	- 4.50
Preventive Medicine	G	80.00	x	5	- 4.00
Damage Control	G	79.50	x	25	- 19.88
Safety Features	G	87.00	x	15	- 13.05
			100		84.23

Departmental grade - GOOD

The following are responsibilities of the Master and First Officer, but not functions of the Deck Department:

	GRADE	MARK-PERCENTAGE	WEIGHT	FACTOR	WEIGHTED GRADE
Navigation	I	94.00	x	100	- 94.00
Communications	G	85.00	x	100	- 85.00

## ENGINE DEPARTMENT - GENERAL PERSONNEL ADMINISTRATION

All deficiencies from the last inspection had been corrected.

There were no deficiencies on this inspection.

All requirements for proper personnel administration and training were being met.

A grade of EXCELLENT with a mark-percentage of 88 is recommended.

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Section V. COMMUNICATIONS (Organization)			REMARKS	
ITEM	YES	NO		
1. A watch bill is posted in the radio room.	✓		ALL DEFICIENCIES FROM THE PREVIOUS INSPECTION HAVE BEEN CORRECTED.	
2. Written orders are available outlining the duties and responsibilities of radio personnel.	✓		THE FOLLOWING DEFICIENCIES EXIST AT THIS INSPECTION.	
3. Personnel are familiar with, and function in accordance with these written orders.	✓		D. 17. THE COMBINATION TO THE RADIO ROOM FILE CABINET WHERE CLASSIFIED MATERIAL IS STORED WAS NOT CHANGED WHEN THE PRESENT CHIEF RADIO OFFICER WAS ASSIGNED ON 9 NOV 1966.	
4. Procedures are adequate to ensure proper handling of incoming and outgoing messages on a need to know basis.	✓		R. ✓ CHANGE THE COMBINATION EACH YEAR AND AT ANY TIME PERSONNEL ARE DEBARRED FROM THE SHIP WHO HAVE KNOWLEDGE OF THE COMBINATION.	
5. A destruction bill for classified matter is posted.	✓		D. 28. THE SHIP'S ELECTRONIC EQUIPMENT INSTALLATION RECORD (NAVSHIP 4110) WAS NOT UP-TO-DATE (DATE 11-30-65).	
6. Military circuits are used as the primary means for delivery of official traffic from the ship-to-shore stations.	✓		R. ✓ SUBMIT AN UP-TO-DATE COPY OF THIS RECORD TO THE ELECTRONIC DIVISION OF M&R WPTC FOR FORWARDING TO COMSIS.	
7. Prior to securing Mercast schedules, satisfactory arrangements are made for handling traffic to the ship while in port.	✓		D. 35. THE CHIEF RADIO OFFICER HAS NOT PROVIDED STEP-BY-STEP INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
8. Radio officers are thoroughly familiar with movement report procedures.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
9. Radio officers are familiar with the MERINT reporting procedures.	✓		D. 37. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
10. Radio officers are familiar with special sailing instructions.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
11. Radio officers are familiar with communication plans for special projects and operations where applicable.	✓		D. 38. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
12. Appropriate hydrographic schedules are copied.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
Section V. COMMUNICATIONS (Administration)				
13. All outgoing messages are edited properly in regard to abbreviations, conciseness and precedence.	✓		D. 39. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
14. Message files are maintained in chronological date-time-group order.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
15. Stowage of classified matter meets the minimum requirements in effective edition of OPNAVINST 5510.1 series.	✓		D. 40. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
16. Adequate instructions are posted inside each safe for guidance of personnel finding safes inadvertently left open.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
17. Safe combinations are changed as prescribed.	✓		D. 41. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
18. Proper records of safe combination changes are maintained.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
19. Class "D" and "E" messages are properly abstracted.	✓		D. 42. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
20. Abstracts are forwarded promptly.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
21. Emergency equipment operating instructions are adequate.	✓		D. 43. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
22. Emergency equipment operating instructions are posted.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
23. Periods of radio silence are properly observed and logged.	✓		D. 44. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
24. A custodian of the Naval Commercial Traffic Fund has been designated in writing by the master (COMSTSINST 2110.2, 1.11).	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
25. Audits of Naval Commercial Traffic Funds are conducted.	✓		D. 45. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
26. Radio operations appear to be properly administered. (Check number and type of communication improvement memoranda received).	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
27. The Radio Room is posted as "Limited Area".	✓		D. 46. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
28. The Ship Electronic Installation Record (NAVSHIP 4110) report is submitted as required, as evidenced by copies retained on file.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
29. ALMSTS message file is complete.	✓		D. 47. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
30. Safety precautions, current artificial respiration procedures and Danger-High Voltage warning signs are posted in the vicinity of electronic equipment.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
31. Rubber matting is installed on deck, in all electronic spaces, and around all electronic equipment.	✓		D. 48. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
32. Signs are posted prohibiting personnel from going aloft before obtaining permission from Mate on watch.	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
33. Electronic Equipment History Cards (NAVSHIP 536) are maintained for each electronic equipment (BUSHIPS Technical Manual, see Chapter 67, Art. 127).	✓		D. 49. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
34. Emergency instructions are adequate and posted (COMSTSINST 2110.2B, 1.26a).	✓		R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
35. The Chief Radio Officer has provided step-by-step instructions to the First Officer in equipment operation in case of casualty to radio personnel (COMSTSINST 3120.2, paragraph 2-2-13).	✓		D. 50. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
Section V. COMMUNICATIONS (Records and Publications)				
36. Files are properly maintained.			R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
37. Mercast messages are filed separately and in numerical sequence.			D. 51. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
38. Only authorized personnel are permitted to review message files.			R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
39. Communication circuit logs are properly maintained.			D. 52. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	
40. Maintenance and instruction manuals are aboard for all electronic equipment for which the radio officer is responsible.			R. ✓ SUBMIT INSTRUCTIONS IN OPERATING THE ELECTRONIC EQUIPMENT.	
41. The electronic allowance including radiacs is complete.			D. 53. THE RADIO ROOM IS NOT EQUIPPED WITH AN ALARM SYSTEM.	

## DECK DEPARTMENT

Section V. COMMUNICATIONS (Records and Publications) (continued)			REMARKS
ITEM	YES	NO	
42. The electronic equipment allowance and requirement table is posted (COMSTSINST 2110.2, and COMSTSINST 9670.1 series).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43. Log indicates that frequency meter is checked periodically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
44. All log sheets are signed and pages numbered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
45. All required communication publications are aboard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section V. COMMUNICATIONS (Cleanliness and Preservation)</b>			
46. The cleanliness and preservation of spaces and equipment is in accordance with current standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section V. COMMUNICATIONS (General Equipment)</b>			
47. Radiac sets have been checked at a maintenance facility within a 6 month period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
48. The general condition of the radio antenna system is satisfactory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
49. Antenna fittings are satisfactory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Ship stays and rigging that affect radio antennae:</b>			
50. Are properly bonded to ground.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
51. Have clean surfaces on insulators.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
52. Antennas are located and screened as to minimize personnel hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
53. There are no unauthorized personal antennas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
54. Radio transmitters are calibrated on assigned frequencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
55. Required radio crystals are aboard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
56. Electronic spare parts have been inventoried as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
57. The spare part allowance is complete.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
58. Spare parts are properly stowed and readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
59. Fixed lifeboat radio equipment is adequately protected against moisture and heavy weather.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
60. Radio equipment batteries are at full charge or required voltage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
61. The bridge visual indicator or bell functions in conjunction with the auto alarm.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
62. Auto alarm timing is within prescribed limits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
63. Auto alarm keyer timing is within prescribed limits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
64. Emergency radio equipment and test equipment is operative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
65. All other equipment for which radio officer is responsible is operative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
66. Lifeboat radio batteries are at full charge or required voltage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
67. IC communication system between bridge and radio room is operative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
68. The radio officer performs all required maintenance:	Daily	<input type="checkbox"/>	
	Weekly	<input checked="" type="checkbox"/>	
	Monthly	<input checked="" type="checkbox"/>	
	Quarterly	<input checked="" type="checkbox"/>	
69. All required records of preventive maintenance are available and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section V. COMMUNICATIONS (Progress on Deficiencies)</b>			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
REMARKS			
Mark-percentage and grade assigned the Deck Department in regard to Communications:			
NATURE OF INSPECTOR <i>John L. Johnson</i>	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE <i>Lead</i>

Mark-percentage and grade assigned the Deck Department in regard to Communications: