

USNS GENERAL JOHN POPE T-AP 110  
OFFICE OF THE CHIEF STEWARD

557

YEOMAN JOB INSTRUCTIONS

1. The maintenance of the vessel's provisions on account and substantiating documents and reports. Develop thorough familiarity with official publications, vessel instructions, notices, bulletins and letters pertaining to the maintenance of the provisions account. Maintain subsistence account on a current basis by making necessary daily posting to the provision ledge and provision money value control account, including receipts from supply support activities, receipts from commercial vendors, daily issues to the messes, reports of survey, and transfers to other vessels. Audit for correctness of all receipt papers prior to posting. Round off prices on receipts either by purchase or from other MSTs USNS vessels. Prepare and post daily the General Mess Control Record (NavSanda Form 338); a separate record will be maintained for ship's galley and Troop Galley. Prepare the Daily Galley Status Report for submission to the Master. Prepare and post certified inventory at close of each accounting period. Prepare Requisitions (NavSanda Form 43) for provision requirements, in accordance with paragraph 2513, NavSanda Publication 236. Prepare provision returns at end of each accounting period in accordance with Chapter 16, Section 7, Comptroller Handbook.

2. Prepare requisitions (NavSanda Form 43) for replenishment of general stores in those classes carried and issued by the Chief Steward, in accordance with paragraph 1205, NavSanda Publication 236. Maintain requisition records and files in accordance with paragraph 1207, NavSanda Publications 236. Maintain the issue control record for issues of general stores from the Steward Department storerooms, in accordance with Chapter 17, Section 7, Comptroller Handbook. Maintain a file of Stub Requisitions (NavSanda Publication 307) in accordance with paragraph 1307-2, NavSanda Publication 236. Prepare monthly for submittal to the Purser for consolidation and further transmittal to the Comptroller of the home port the report of expenditures from inventory, in accordance with Chapter 17, Section 8, Comptroller Handbook. Maintain Steward Department general files in accordance with the Navy Filing Manual. Under the supervision of the Chief Steward, prepare and submit a typewritten custody record list of equipment items, in accordance with paragraph 1405, NavSanda Publication 236. Prepare survey request report for provisions, general stores and equipment, when required. Maintain cleanliness and upkeep of office spaces and equipment.

3. Wear the prescribed uniform while on duty.

4. When in doubt on any matter pertaining to your duties consult the Chief Steward. Be Sure - Don't Guess.

5. WORKING HOURS:

At Sea  
0800-1200  
1230-1630

In Port  
0730-1600

APPROVED: \_\_\_\_\_

*H. L. Heinz*  
H. L. Heinz  
MASTER

SUBMITTED: \_\_\_\_\_

*J. A. Rhodes*  
J. A. Rhodes  
CHIEF STEWARD

I certify that I have read and understand the above job instructions.

*John M. Malond*  
John M. Malond  
Signature

Yeoman