

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

558

CHIEF STOREKEEPER ART NO:
REF: (a) NavSanda Pub. 236 para 1403-1

1. In accordance with reference (a) and (b), you are assigned the following duties and responsibilities in the performance of supply functions under the supervision of the Chief Steward:

- a. Issue accountable stores only upon presentation of properly prepared and approved Request for Issue or Turn-in (DD Form 1150) and/or Subsistence Issue Slip (MSTSPAC Form 4400-2(6-57) for provision issues; turn in daily to department head's office all stub requisitions.
- b. When directed by the Chief Steward, assist in taking periodic inventories of the material and provisions as required by NavSanda Pub. 236, (para 1403 and 2801).
- c. Post to stock Tally Cards (Sanda Form 209) in accordance with para 1401, NavSanda Pub. 236.
- d. Maintain the principles of good stowage and proper identification of general stores as outlined by para 1505 and 1509, NavSanda Pub 236.
- e. Check all incoming stores against invoices or receipts papers and copy of ship's requisition to ensure receipt of all items. Sign receipt papers acknowledging receipt and custody of stores, and turn in to department head's office all receipts papers and documents. Supervise loading of stores and take necessary precautions to safe guard and protect government property against damage in heavy seas.
- f. Keep department head informed of any stores that may be in excess, require survey or that may be carried in insufficient quantities to meet requirements of the department.
- g. Maintain orderliness and cleanliness throughout assigned storage space.
- h. Ensure that keys to supply spaces are turned in the key locker in the department head's office prior to leaving ship.
- i. Allow only authorized personnel access to supply spaces and ensure that a storekeeper or assistant is present at all times when work details are within supply spaces.
- j. Ensure that proper and adequate safety precautions are taken when entering non-ventilated spaces where gas or gaseous formation may be existent.
- m. Perform such other supply functions as may be assigned by the Chief Steward to ensure compliance with existing and/or future requirements of the position.

<u>At Sea</u>	<u>In Port</u>
0800-1130	0800-1200
1130-1330	1300-1600
1700-1830	1630-1730

WORKING HOURS:

APPROVED: John Wilson
MASTER

SUBMITTED: John Wilson
CHIEF STEWARD

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

John Wilson
Signature

Chief Storekeeper (Steward)