

INTRA-SHIP MEMORANDUM

Date: _____

From: _____ (Title of Dept Head)

To: Master

Via: Purser

Subj: Logistics Requirements Report

1. Following are Logistics requirements for this department to be included in Logistics Requirements Report to _____

(Name of Port)

<u>ITEM</u>	<u>SUBJECT</u>
ALFA	ETA _____ Z
BRAVO	Berthing assistance, dockage, etc _____
CHARLIE	Passengers & Troops for disembarkation _____
DELTA	Protected security or special stowage cargo and pets for discharge _____
ECHO	Voyage repair information _____
FOXTROT	Fuel desired _____
HOTEL	All other stores required _____
JULIETT	Special requests, crew replacements, VIP arrangements, laundry services, etc, pillows, mattresses, bunk bottoms, life jackets etc. _____
MIKE	Potable water required _____
KILO	Harbor facilities required _____
NOVEMBER	Currency requirements _____
PAPA	Quarantine inspection required _____
QUEBEC	Customs clearance required _____
YANKEE	Details re VIPS _____
XRAY	Measurement tons of cargo by hatches for off loading _____
ZULU	Misc number Aliens, NATO Forces, etc. for debark U.S. Port of Entry _____

NOTE: Items CHARLIE AND X-RAY, passenger and cargo traffic information respectfully, to be submitted only after departure from a port where shipper service cannot comply with Joint Ocean Shipping Procedures.

(Signature)

Remarks: Use reverse side for continuation sheet where space on front does not suffice. Indicate such continuations with appropriate notations and same heading on reverse side.

THIS DATA REQUIRED FROM EACH DEPARTMENT WILL BE FILLED IN, AND THE COMPLETED FORM HAND-DELIVERED TO THE PURSER'S OFFICE AS SOON AS POSSIBLE OR BY THE TIME AND DATE INDICATED BELOW.

FORWARD TO PURSER BY:

Time_____
Date