

USNS POPE NOTICE 12340:

From: Master
To: Distribution

Subj: Assignment of certain duties within a position and/or collateral duties

1. PURPOSE: To inform all personnel of certain duties within a position and/or collateral duties assigned to personnel as listed below:

Rennie Collinge, First Officer
Training Officer
Damage Control Officer
Safety Officer
Cargo Officer
Educational Officer
COMTAC (Code 4) Inventory Board
Disbursing Audit Board

William A. Purchase, Second Officer
Naval Communication Fund Audit Board
Narcotics Inventory Board
Non-exp Property & Equip. Inv. Board
Subsistence Inventory

Edward F. Healy, Third Officer
Lifeboat Training Officer
Lifeboat and Abandon Ship Equipment
Maintenance Officer

John F. Kreatz, Third Officer
Assistant for Damage Control Training
Fire-Fighting and Damage Control
Equipment Maintenance Officer
Assistant Safety Officer
Assistant Training Officer

Charles M. Steele, Quartermaster
Special Services Officer (for crew)

James T. Jones, Chief Radio Officer
Radiotelephone and Communication
Fund Custodian
Radiac Equipment Maintenance Officer
Security Briefing Officer
COMTAC (Code 4) Inventory Board
Classified Material Destruction Board

Morris B. Chamberlain, Chief Engineer
Maintenance and Repair Officer

Edward W. Pfeil, 1st Asst. Engineer
NBC Defense Officer

Edward Williams, Chief Steward
Food Sanitation Training Officer
Disbursing Audit Board
Non-Expendable Property & Equipment
Inventory Board
Narcotics Inventory Board

Fletcher L. Smith, Purser
Classified Material Control Officer
Custodian of COMTAC (Code 4)
Incentive Awards Officer
Public Information Officer
Classified Material Destruction Board
Voting Officer
Naval Communication Fund Audit Board

2. INFORMATION: Personnel having any interest in or requiring any information on the duties listed above may contact the person concerned through their respective department heads. A reference sheet giving information on the authority for above assignments and manner in which the duties are to be performed has been furnished each officer concerned.

3. CANCELLATION: This notice will be considered cancelled upon the issuance of a new and corrected listing.


H. L. HEINZ

Distribution:

COMSTSPAC, P-3, P-14, P-24, P-25, P-54.
Master
Dept. Heads
Officers Concerned
Bulletin Boards
File