

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE
WASHINGTON, D. C. 20390

COMSTSNOTE 5215
M-9
17 January 1969

COMSTS NOTICE 5215

From: Commander, Military Sea Transportation Service
To: Distribution List

Subj: Annual numerical INDEX of effective COMSTS Instructions

Encl: (1) Effective COMSTS Instructions as of 31 December 1968
 (2) COMSTS Instructions cancelled during the period
 1 July through 31 December 1968

1. Purpose. This Notice furnishes the annual numerical index of effective COMSTS Instructions issued through 31 December 1968 and lists COMSTS Instructions cancelled during the period 1 July through 31 December 1968.

2. Distribution. MSTS area commands normally receive 30 copies of COMSTS Instructions. It is not intended that all of these Instructions be distributed within the immediate command but that the majority of them be stocked to: (1) fill requests, (2) fill initial allowances of newly activated MSTS subordinate shore commands or ships under their administrative control, and (3) supply pertinent Instructions to MSTS representatives. MSTS subarea commands normally receive five copies of applicable COMSTS Instructions and other activities normally receive two copies. Symbols are from the Standard Navy Distribution List, Parts 1 and 2, and Annex A to Part 1. MSTS area and subarea commands and MSTS office abbreviations are further condensed in this Notice. Only the "action" addressees are indicated except Masters of civil-service-manned ships which when "copy to" addressees are indicated at the end of the list by T-100 in parentheses (T-100). Distribution of COMSTS Instructions is made on a need-to-know basis.

3. Action.

a. MSTS area and subarea commands shall submit requests for COMSTS Instructions to COMSTS.

b. MSTSOS, MILDEPTS, OCEANOUNITS, CORSCHOPSDETS, Masters, MSTS Units, and MSTS Representatives shall submit requests for applicable COMSTS Instructions to the appropriate MSTS administrative commander.

c. Non-MSTS activities normally should request only those Instructions which include them in the distribution list but which have not been received. However, when non-MSTS activities determine by subject matter, that certain Instructions not held by them are needed they may request them from COMSTS.

4. Cancellation. This Notice is cancelled upon receipt of the next annual numerical index of effective COMSTS Instructions and for record purposes on 31 January 1970.

JAMES J. KELLY
By direction

Distribution:

SNDL 41B (30)
41C (5)
41D, 41F, 41G, 41H (2)
T-100/101 (2)

Copy to: (2 each)

SNDL A1 (ASTSECNAVINSLOG only), A2A, A3, A4A, A5, A6, B2 (DSA only), B5, 21, 22, 23A, 24F, 24J, 26A, 27C, 28J, 32X, 32NN, 37, 40A, 40B, 50A (USCINCEUR only), FF1, FF2, FF3, FF6, FF19, FA1, FA3, FA7, FA14, FA24, FA26, FB4, FB10, FB16, FB20, FB24, FB26, FB28, FB29, FB30, FC1, FC5, FC7, FC8, FD1, FD2, FD3, FD4, FG2, FG3, FG6, FJ25, FKA1, FKL1, FKL6, FKM2, FKM3, FKM4, FKM6, FKM7, FKM9, FKM10, FKM12, FKM13, FKR4A, FKR4B, FKR8A, FW1, FW2, FW3, FW4

MSTS Units, MSTS Reps, C/S ARMY, C/S AIR FORCE, SG ARMY, SG AIR FORCE, MTMTS, DCSLOG-DOT, AFSTP, MARAD, ARMY WAR COLLEGE #

#Distribution by COMSTS

Authenticated:

Chris S. Controwinski

CHRIS S. CONTROWINSKI
Directives Control

EFFECTIVE COMSTS INSTRUCTIONS AS OF 31 DECEMBER 1968

INST	DATE	SUBJECT	DISTRIBUTION
1080.1G	8-2-67	Monthly report of military personnel (MSTS Report 1080-2)	41B, 41C, 41D
1301.3B	5-31-63	Officer Distribution Control Report (NAVPER-2627); information and instructions concerning	41B, 41C, 41D
1301.4A	7-25-67	Assignment of collateral duty as Legal Officer	41B, 41C, 41D, 41F
1412.1B	6-27-66	List of billets within MSTS qualifying as duty with Joint, Combined, Allied of Office of the Secretary of Defense Staffs	41B, 41C, 41D
1550.1C	5-28-64	Protection of moral standards	41B, 41C, 41D, 41F, T-100
1570.1B	8-26-65	Basic Deck and Engineering Training for Naval Reserve Military Sea Transportation Service and Naval Control of Shipping Organization Line Officers	Commanding Officers, Naval Reserve, NCSORG, and MSTS Units
1570.2C	6-12-67	Leadership Training for Naval Reserve Military Sea Transportation Service, Naval Control of Shipping Organization Officers	Commanding Officers, MSTS/NCSORG Reserve Units
1570.3A	6-13-67	Submission of Naval Reserve Unit Quarterly Drill Schedules to COMSTS; requirement for	NRMSTS/NCSORG Divisions and Companies
1571.1E	3-13-67	Active duty for training for members of MSTS and NCSORG Naval Reserve divisions and companies; policies concerning	41B, 41C, 41D (HOU, LBEACH, NORVA, Port Canaveral, Seattle only), 41F, FF1, FF2 (BSN, NYK, SDIEGO only), FA7 (NORVA only), FA14, FA16, FB10 (SFRAN only), FB20, FJ25, 21, 23B (COMASWFORLANT, COMASWFORPAC only), 24H, 27C, 40B (BSN, LBEACTP, NYK, NORVA, SFRAN only)
1611.1D	5-31-63	Reports on the Fitness of Officers	41B, 41C, 41D

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<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
650.1	8-14-67	Military decorations	41B, 41C, 41D	03010.2	8-26-64	MSTS Uniform Readiness Conditions (DEFCONs) (U)	41B, 41C, 41D
700.1C CH-5	2-25-64 11-1-67	Welfare and Recreation Funds and Special Services Program for MSTS civil-service-manned ships (USNS)	LANT, PAC, FE, GULF, 41F, 41G, 41H, T-100	3030.1B	4-29-63	Stage THREE Navy Logistic Capabilities Plans; review and approval of	41B
730.1A CH-1	3-13-64 4-13-64	MSTS Chaplains' Manual	41B, 41C, 41F, FF1, All NRMSTS Units	03100.2A	4-25-61	Harassing or embarrassing tactics by Soviet/Satellite ships; guidance concerning (U)	41B, 41C, 41D, 41G, 41H, T-100, T-101
2040.1A	8-13-59	Reduction of communication traffic during operation "MINIMIZE"	41B, 41C, 41D, 41F, T-100	3110.2B	6-27-67	Acquisition and/or transfer of ships; reporting of	41B, 41C, 41D
2110.2C CH-1	4-4-68 9-18-68	MSTS Communication Manual	40A, 40B (less Anchorage, Balboa, Bremerhaven, Houston, Inchon, Leghorn, Port Canaveral, Pusan, Rotterdam, Ryukus, Saigon, Sasebo, Taiwan, and Yokohama), 41B, 41C, 41D, 41F, 41G, 41H, T-100, T-101	3120.2C CH-6	4-30-63 11-27-64	Administrative and operating procedures for MSTS civil-service-manned ships (USNS)	LANT, PAC, FE, ELM, GULF, MED, 41D, 41F, 41G, 41H, T-100
2601.1A	9-23-66	Custodian of Registered Publications; qualifications of	41B, 41C, 41D, 41F	3120.3A CH-1	6-16-60 7-15-60	Panama Canal transit; instructions relative to	41B, 41C, 41D, T-100
02650.1A	4-24-68	Cryptographic capability for USNS ships; provisions for (U)	21, 23, 24F, 27C, 32NN, 40, 41B, 41C, 41D, T-100, T-101	3120.4A	9-14-67	Expeditious turnaround of commercial ships carrying Department of Defense cargo under the terms of MSTS Shipping Contracts and Shipping/Container Agreements	41B, 41C, 41D, MSTS Units, MSTS Reps
2700.3D	3-20-67	Mail for merchant crews aboard ships operating for the account of MSTS	21, 23A (less COMNAVVICE & COMNAVFORKOREA), 24F, 27C (less COMHAWSEAFRON), 41B, 41C, 41D, FA3, FB24, Masters, TC, CVC, and GAA ships, MSTS Units, MSTS Reps	3120.5A	4-2-64	Responsibilities of subordinate commands in handling time chartered, voyage chartered, and General Agency Agreement dry cargo ships	41B, 41C, 41D
2720.1A	2-11-64	Transportation of mail processed through military channels	41B, 41C, 41D, FA3, FB24	3120.8A	8-1-66	Status and operational readiness of MSTS civil-service-manned ships	41B, 41C, 41D (NORVA, Port Canaveral, HOU, LBEACH, Seattle, HONO only)
03000.1A	6-13-63	Ship movements under general wartime conditions; procedures for (U)	41B, 41C, 41D, T-100, T-101	3120.9	7-27-62	Operating heavy lift gear on USNS ships	41B, 41C, 41D, T-100B (Brostrom, Marine Fiddler, O'Brien only)
03010.1A	1-25-62	MSTS Defense Readiness Conditions for designated nucleus ships (U)	LANT, PAC, FE, GULF, ELM, MED, 41D, T-100, T-101B	3120.10A	6-24-68	Weekly Schedule of MSTS Ships	41B, 41C, 41D

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<u>ST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>	<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
20.11B	7-12-66	Report of performance for MSTS chartered and GAA ships	41B, 41C, 41D, MSTS Units, MSTS Reps	3123.7A CH-1	5-15-67 5-23-68	Casualty reports by MSTS voyage-chartered, time-chartered and GAA dry cargo ships (including refrigerated ships); submission of	41B, 41C, 41D, MSTS Units, MSTS Reps, All MSTS time- and voyage-chartered and GAA ships (less tankers)
20.12	2-23-66	USCG Automated Merchant Vessel Report (AMVER) System; MSTS participation in	41B, 41C, 41D, T-100, T-101				
21.1C -2	12-14-61 4-6-62	Operational control procedures	41B, 41C, 41D, 41F, 41G, T-100	3130.1B	2-12-60	Assistance-at-sea missions performed by MSTS ships; report of	41B, 41C, T-100
21.3C	8-5-66	Tanker operating instructions (TANKOPINS)	41B, 41C, 41D, T-101, MSTS Reps (less Burma, Bahrain, Denmark, Ethiopia, Djibouti, Iran, Brindisi, Norway, Pakistan, Lisbon, Ras Tanura), Tankers under bareboat and time charter to MSTS, Tankers under consecutive voyage charter to MSTS, Operators of bareboat, time, and consecutive voyage chartered tankers	3140.1C	11-20-62	Weather reports by MSTS ships in service (USNS)	41B, 41C, 41D, T-100, T-101
				3140.2A	2-25-65	Optimum Track Ship Routing (OTSR)	37, 41B, 41C, 41D, T-101, All MSTS Time-Chartered Tankers
21.5B	1-5-66	Voyage description in shipping articles	LANT, PAC, GULF, Houston, LBEACH, Seattle, NORVA, Port Canaveral	3160.2A	3-18-54	Classified Hydrographic Office (H.O.) charts and publications to MSTS charter vessels and MSTS contract-operated tankers (USNS); procurement and disposition of	41B, 41C, 41D, T-101B, All operators of time and voyage chartered ships
21.7	9-6-62	Military Sea Transportation Service (MSTS) responsibilities in handling time and voyage chartered tankers	41B, 41C, 41D, MSTS Units, MSTS Reps	3180.2A	7-12-67	Replenishment-at-sea	41B, All tankers listed in NWP 38(C), Table 9-1, except foreign flag
23.4D	6-1-67	Pearrival messages by commercial ships lifting Department of Defense or Military Assistance Program cargo; transmission of	41B, 41C, 41D, MAAG Spain, MAAG Republic of China, MAAG Iran	3540.3E	6-26-68	Longitudinal stresses; limitation of in AOGs	LANT, PAC, FE, HONO, T-100E (AOGs)
23.5E -3	7-14-64 5-1-67	MSTS Movement Report Instructions	41B, 41C, 41D, T-100, T-101, All MSTS time-voyage-chartered and GAA ships	3540.5	3-29-62	Operation of salt water and fresh water cooling systems for main and auxiliary diesel engines in C1-ME2-13a class ships	LANT, PAC, GULF, FE, Seattle
23.6A	5-1-67	Pearrival messages by MSTS voyage-chartered, time-chartered and GAA dry cargo ships (including refrigerated ships); submission of	41B, 41C, 41D, MSTS Units, MSTS Reps, All MSTS time- and voyage-chartered and GAA ships (less tankers)	3541.5B CH-2	9-13-65 11-19-68	Damage Control Manual for MSTS ships in service (USNS) (civil-service-manned)	LANT, PAC, FE, GULF, HONO, Seattle, T-100
				3840.1	3-20-63	Reporting of vital intelligence sightings from seaborne sources	41B, 41C, 41D, T-100, T-101, All MSTS GAA time and voyage-chartered ships

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4020.2C	6-6-63	Bunkering Instructions	40A, 40B, 41B, 41C, 41D, T-100	4330.25	2-25-63	Reports of Noncompetitive Practices	41B, GULF, HONO
4062.1	6-19-57	MSTS utilization of "donated" quantities of butter, cheddar cheese and non-fat dry milk solids	41B, 41C, T-100F, T-100G	4330.26A	10-28-66	Procedure for accomplishing special lifts under the MSTS Shipping Contract	41B, 41C, 41D
4066.1 CH-1	1-31-55 11-27-57	Form and content of exchange location orders	41B, 41C, 41D, 41F, T-100	4335.1C	10-11-68	Contracts to provide husbanding services to MSTS (USS/USNS) ships overseas	41B, 41C, 41D, T-100 (Masters, MSTS Civil-service-manned ships), FJ25 (NAVSCOLTRANSMGMT)
4200.8	1-17-57	Solicitation of commercial shipping capability by COMSTSELAREA; policy governing	ELM	4335.3A CH-1	8-22-67 2-23-68	Evaluating and reporting procedures, Alaska Barge and Transport Co., Inc., Contract MST-OT-35 (X)	FE, MSTS Vietnam, MSTSUs (Cam Ranh, Da Nang, Nha Trang, Qui Nhon, Chu Lai, Vung Tau, Vung Ro Bay, Phan Rang)
4230.3A	6-30-66	Balance of payments program-- Supplies and Services for use outside the U. S.	41B, 41C, 41D	4341.3A	5-3-68	Government furnished equipment supplied MSTS chartered ships	40A, 40B, 41B, 41C, 41D
4295.1A	12-16-66	Procedures for providing information on contract awards of one million dollars or more	41B, 41C	4350.2	3-3-55	MSTS ship repairs; work stoppages affecting	LANT, PAC, GULF, HONO
4330.1B	8-7-67	Policies applicable to MSTS Shipping/Container Agreements	41B, 41C, 41D	4355.1A	4-15-66	Devices, products, and materials not on Navy approved list; testing of	41B, 41C, 41D, T-100
4330.7B	12-1-66	Contracts with commercial steamship lines for passenger accommodations	41B, 41C, 41D, DCSLOG-DOT, AFSTP, BUPERS, CMC, CNO	4355.2	4-14-64	Delivery, redelivery and joint survey of MSTS time chartered ships (except tankers); reports on	41B, 41C, 41D, FJ25
4330.18	5-28-59	Ship repair estimates; preparation and reconciliation of and documentation of job order files	41B, 41C, HONO	4360.1	9-17-63	Policy and guidance concerning labor disputes in industry; promulgation of	41B, 41C, 41D
4330.21A CH-8	2-18-64 10-22-68	Contract procedures for use in procurement of ship maintenance, repair and alterations	41B, 41C, 41D	4365.3	12-2-57	Redelivery of time chartered vessels; procedures and disposition of claims in connection with	41B, 41C, 41D
4330.22B CH-2	4-9-65 7-15-65	Designation of Contracting Officers	41B, 41C, 41D	4365.4C	2-16-68	Withholding of monies due contractors under Maritime Contracts to offset their indebtedness to the United States	41B, GULF
4330.24	2-5-63	Use of value engineering incentive provisions in fixed-priced contracts	41B, 41C, HONO	4365.5B	1-15-68	Disposition of cargo loss and damage claims; responsibility for	41B, 41C, 41D

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4365.6	6-23-66	Submission of Quarterly Report of Status of Redelivery Claims (MSTS Report 4365-5)	LANT, PAC, GULF	4610.4B CH-1	5-14-58 7-10-61	MSTS policy governing the acquisition and utilization of shipping for the carriage of cargo except bulk POL	41B, 41C, 41D
4402.1A	4-15-64	Shop stores; procedures for operation of	LANT	4610.7B	12-16-57	Cargo and Ship Activity Report (MSTS Report 4610-14); instruction for submission of	LANT, PAC, GULF
4420.1	5-20-60	Supply support of SPCC controlled material required by MSTS	LANT, PAC, FE, GULF, Balboa, HONO, LBEACH, NORVA, Seattle	4610.8D	6-28-67	Clearance Order/Shipping Order (MSTS Form 4612/1 (Rev 5-67))	41B, 41C, 41D, MSTS Units, MSTS Reps
4440.2C	4-8-66	NIF-MSTS Special Material (cognizance symbol ØX) Inventory Control Plan; promulgation of	41B, 41C, 41D, T-101B	4610.9B	12-29-65	Ocean transportation of Government-Owned or sponsored cargoes between and among ports of the United States, its territories and possessions	LANT, PAC, GULF
4440.3B	4-15-66	Requisitioning and turn in to store procedure for MSTS, BUSHIPS, and SPCC controlled equipment and components	41B, 41C, 41D	4610.14B	1-9-68	Availability of opportune MSTS operated coastwise and intercoastal capacity (MSTS Report 4610-26)	LANT, PAC, GULF
4441.1	10-10-52	Allowance lists for MSTS ships in service (USNS); instructions for preparation of	LANT, PAC, GULF, FE, HONO	4610.17	6-19-59	False decking of controlled ships	41B, 41C, 41D
4441.4	7-27-54	MSTS passenger ships in service (USNS) (civil-service-manned) transports; lifejacket allowances and lifejacket stowage requirements	41B, 41C, 41D, T-100F, T-100G	4610.18	3-7-62	Report of available cargo space; requirement for	41B, 41C, 41D, T-100
4441.7A	6-25-68	Allowance lists for MSTS ships in service (USNS) (civil-service-manned); maintenance of	LANT, PAC, FE, GULF, Masters, MSTS civil-service-manned ships	4610.19 CH-2	7-31-62 6-19-67	MSTS cargo activity reports	41B, 41C
4441.8	3-4-55	MSTS allowance lists for ships in service (USNS) (civil-service-manned) Part III Consumable Supplies; preparation and maintenance of	41B, 41C, 41D, T-100	4610.20B	9-19-67	Booking of cargo inter and intra-area by MSTS overseas commands; authority for	ELM, FE
4600.1E	12-12-66	Pets; transportation of in MSTS ships	41B, 41C, 41D, 41F, T-100	4610.21A	5-2-66	Prohibition of shipment of Department of Defense cargo in certain foreign flag ships; responsibility of COMSTS to insure	LANT, PAC, GULF, 41D (CONUS, Alaska, and Hawaii only), C/S DEPTAR, C/S DEPTAF, CNO, DCSLOG-DOT, AFSTP, NAVSUPSYSCOMHQ, MTMIS, DSA, DFSC, AMC, CMC
4600.3B	12-6-65	Joint agreement for coastwise and intercoastal movement of bulk POL	LANT, PAC, GULF, Port Canaveral, HOU, LBEACH, NORVA, Seattle	4610.22	6-13-63	Schedules of Pacific Ocean area refrigerated cargo (MSTS Report 4610-28); instructions for submission of	PAC

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4610.23A	11-28-66	Military Standard Transportation and Movement Procedures (MILSTAMP)	41B, 41C, 41D, MSTS Units, MSTS Reps
4610.24A	4-8-66	Shipments to Turkey	41B, 41C, 41D
4610.25A	12-16-66	DOD/AID procedures for military transportation of AID cargoes to Vietnam; MSTS implementation of	41B, 41C, 41D, MSTS Units, MSTS Reps
4611.2C	11-2-66	Through Government Bill of Lading shipments of uncrated household goods of military and civilian personnel	41B, 41C, MTMTS, DCSLOG-DOT, NAVSUPSYSCOMHQ, AFSTP, GAO
4612.1	3-11-63	MSTS Shipping Order, MSTS Form 4612-2 (Rev 2-63)	41B, 41C
4615.1A	4-6-66	Diversion of MSTS controlled ships	41B, 41C, 41D, T-100A, T-100B, T-100D, T-100L, MSTS Units, MSTS Reps
4615.2F	8-15-68	Transshipment of Department of Defense cargo moving under MSTS Shipping Contract, Shipping/Container Agreement or Government Bill of Lading	41B, 41C, 41D,
4620.1B	7-2-63	Monthly Ship Activity Report (Dry Cargo and Passengers) MSTS Form and Report 4620-1; preparation and submission of	41B, 41C, 41D, T-100 (less T-100E, M, P, Q, S)
4620.3B	12-9-65	Ocean transportation rates for use in evaluating bids or proposals	41B, 41C, 41D
4620.4A	12-9-65	Ocean transportation rates for use in determining inland routing to produce lowest landed cost; provisions of	41B, 41C, 41D
4620.5 CH-1	11-3-60 10-25-62	Observers; definition, assignment and billeting of aboard MSTS ships	41B, 41C, 41D, 41F, T-100F

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4621.12C	12-14-67	General Agency Agreement (GAA) ships allocated to MSTS	41B, 41C, 41D, FJ25
4621.13 CH-1	3-21-58 4-10-58	Policies on MSTS passenger ship scheduling and the maintaining of schedules	41B, 41C, 41D, T-100F, T-100G
4622.9E	2-8-66	Foreign Flag Ships; conditions governing MSTS use of	41B, 41C, 41D
4622.11 CH-7	11-7-58 4-3-61	Rate agreements filed with and accepted by COMSTS applicable to the movement of cargo in foreign flag ships	41B, 41C, 41D
4632.1	7-23-62	Use of less costly air transportation	41B, 41C, 41D
4650.2	12-10-51	Utilization of cargo ships under control of MSTS for movement of passengers	41B, 41C, 41D, 41F, T-100, T-101
4650.3A CH-1	7-31-58 10-10-58	Passenger billeting procedures	41B, 41C, 41D, 41F, T-100F, T-100G
4650.14C	2-2-60	Trip Summary Report (MSTS Form and Report 4650-4); preparation and submission of	41B, 41C, 41D, 41F, T-100F, T-100G
4650.18C	6-20-61	Troop berthing assignments in MSTS transports	41B, 41C, 41D, 41F
4650.20	7-5-60	Assignment of inbound passenger space	41B, 41C, 41D
4650.21	6-8-64	TAD Travel Reimbursement for MSTS Military personnel under the returnable school quota training program, funding thereof	LANT, PAC, GULF FE, ELM
4650.22	6-19-64	Repatriation of destitute American citizens	41B, 41C, 41D, 41F, T-100F
4651.1E	2-24-66	Attendance at non-Federal professional meetings (conferences)	41B, 41C, 41D, 41F, T-100

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4700.1B	10-4-65	Cleaning of cargo spaces in MSTS-controlled ships; MSTS policy governing	41B, 41C, 41D, T-100	4770.2	3-15-54 CH-7	Lay-up of MSTS ships and craft in Navy reserve fleets; preparation of	41B, 41C, 41D
4700.2B CH-1	11-16-66 6-13-68	Maintenance and repair of MSTS ships; administrative procedures for	41B, 41C, 41D, T-100	4770.3	10-20-54 CH-6	MSTS contract-operated tankers (USNS); preparation for lay-up in Maritime Administration Reserve Fleet	41B, 41C, MSTS NORVA, LBEACH, HOU, T-101B
4700.4	1-13-54	Maintenance of machinery and equipment in MSTS ships	41B, 41C, 41D, T-100, T-101	4770.4	11-13-57 CH-1	MSTS contract-operated tankers (USNS); preparation for ready reserve in Maritime Administration reserve fleet in Beaumont	LANT, PAC, GULF, MSTS HOU, NORVA, LBEACH, T-101B
4700.7 CH-1	11-23-53 4-3-56	Vessels permanently assigned to MSTS; material and machinery operation standards for	41B, 41C, 41D, T-100	4810.3C	3-21-62	Defense Materials System records; audit and review of	LANT, PAC, GULF, HONO, Seattle, T-101B
4710.5A	4-13-60	Annual overhaul of lifeboats on a phased rotational basis	LANT, PAC	4810.4B	1-31-56	Defense Materials System requirements, issuances, decreases, and return of allotments; periodic reporting	LANT, PAC, GULF, MSTS HONO, T-101B
4720.2A	6-30-65	MSTS ships undergoing repair and/or alteration; report of	LANT, PAC, GULF, HONO, Seattle	4830.3	7-27-61	Priorities authority under the Defense Materials System; delegation of	LANT, PAC, GULF, MSTS HONO and Seattle, T-101B
4730.3B	3-8-66	MSTS civil-service-manned ships (USNS); U. S. Coast Guard certification of	LANT, PAC, FE, GULF, HONO	04940.1	2-12-59	U. S. policies in respect to the International Control Commission in Vietnam; information and guidance concerning (U)	41B, 41C, MSTS Balboa, Guam, Inchon, NORVA, and HONO
4730.6	4-20-54	Elevators and dumbwaiters in MSTS ships in commission (USS) and ships in service (USNS) (civil-service-manned); tests and inspections of	41B, 41C, 41D, 41F, T-100	5000.3C CH-4	5-11-65 11-14-68	MSTS briefing material	LANT, PAC, FE, GULF, MED, 41D
4740.1B CH-3	12-22-58 6-15-64	MSTS ocean tow procedures	41B, 41C, 41D	5000.5A CH-1	10-23-62 1-29-64	Informal observations of MSTS transports	41B, 41C, 41F, T-100F, HONO, Balboa, Philippines
4740.3	1-30-68	Requests by General Agency Agreement (GAA) ships for salvage assistance from U. S. Navy salvage services and salvage reports	41B, 41C, 41D, MSTS Units, MSTS Reps, All GAA ships	5000.6C	11-25-68	Cost Reduction and Management Improvement Program	41B, 41C
4750.1B CH-1	3-5-65 5-23-66	Painting instructions for MSTS controlled civil-service-manned (USNS) and commissioned (USS) ships	41B, 41C, 41D (Seattle and HONO only), T-100	5030.1F	6-10-68	MSTS abbreviated titles and symbols; establishment and use of	41B, 41C, 41D
4770.1B CH-6	7-14-55 2-1-60	MSTS transports and cargo vessels, lay-up in Maritime Administration reserve fleets; preparation of vessels for	41B, 41C, 41D			13	Enclosure (1)

ST	DATE	SUBJECT	DISTRIBUTION	INST	DATE	SUBJECT	DISTRIBUTION
41.4B	2-21-68	Formal Administrative Inspections MSTS Area Commands	41B	5215.1E	8-16-66	MSTS Directives; policy for issuance of	41B, 41C, 41D
41.5 -4	1-12-68 10-3-68	Inspection and Reliability Program; MSTS civil-service-manned ships	41B, 41C, 41D (HONO and Seattle only), 41F, 41G, 41H, T-100	5300.4	12-14-64	Acceptance by MSTS personnel of positions with organizations	41B, 41C, 41D
00.2B	1-6-60	Marine Index Bureau Services; MSTS use of	LANT, PAC, FE, GULF	5310.4	5-2-68	Position Management	41B, 41C, 41D
00.9B	7-14-66	Solvents for cleaning electrical equipment and other machinery, use of on board MSTS ships	41B, 41C, 41D, T-100	5310.5	7-10-68	Cyclic position management review of civilian marine positions	41B, 41C, 41D
00.16A	7-2-64	Safety Program Appraisal; establishment of	41B, 41C, 41D	5312.2A	10-28-66	Report on Improved Manpower Management; preparation of	41B, 41C, 41D
00.17 -2	3-23-66 6-4-68	MSTS Safety Manual	LANT, PAC, FE, ELM, GULF, MED, 41D, T-100	5320.1B	1-15-65	Manpower Listing (NAVEXOS-4521); preparation and submission of	41B, 41C, 41D
00.2	12-17-62	Navy Management Improvement Program; MSTS implementation of	41B	5340.1	8-3-64	Commercial solicitation; policy concerning	41B, 41C, 41D, T-100, MSTS Units, MSTS Reps
00.3	5-27-66	Incentive Awards Program	41B, 41C, 41D (Balboa, HONO, Seattle only)	5340.2	8-29-66	DOD Overseas Combined Federal Fund- Raising Campaign	FE, ELM
10.2	7-13-64	MSTS Form 5216-22 (unclassified mail record); use of	41B	5370.1E	2-9-68	Standards of conduct	41B, (T-100)
13.5	2-15-63	MSTS Reports Management Program; implementation of	41B	5390.1A	1-3-64	Leadership program	41B, 41C, 41D, 41F, 41G, 41H, T-100
13.6	2-15-63	MSTS Forms Management Program; implementation of	41B	5390.2	6-7-63	Lay Leadership Program aboard MSTS civil-service-manned ships (USNS); promulgation of	41B, 41C, 41D, T-100
14.1	6-25-68	Procedures for responding to reporting requirements	41B, 41C, 41D	5400.3	6-23-66	MSTS and NCSORG Reserve Personnel Information Report (RPIR)	NRNCSORG Units, NRMSTS Units
14.2	12-18-68	Consolidated list of recurring reports	41B, 41C, 41D, 41F, T-100	5400.4	1-19-68	Civilian industrial relations program for shore personnel; command relation- ships concerning	41B, 41C, HONO
				5420.2B	12-1-65	COMSTS Emergency and Salvage Board and COMSTS Ship Salvage Team; establishment, composition, and duties of	41B, 41C, 41D, 41F, T-100, T-101

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<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
5420.4	11-26-65	MSTS Committee Management Program	41B, 41C, 41D
5440.1L CH-3	3-9-67 4-16-68	MSTS Command Organization	41B, 41C, 41D, MSTS Units, MSTS Reps, (T-100)
5440.2D CH-1	2-13-64 10-21-65	Boundaries of MSTS area and subarea commands	41B, 41C, 41D, 41F, 41G, 41H, T-100
5440.5A	4-15-66	Standard MSTS office; organization of	41B, 41C, 41D
5440.6C	7-24-67	Organization of Naval Reserve Military Sea Transportation Service (MSTS) and Naval Control of Shipping Organization (NCSORG) Units	MSTS Divisions, NCSORG Divisions, MSTS Companies, NCSORG Companies
5440.7	9-1-65	Organization of MSTS subordinate commands	41B, 41C
5450.2B	8-28-62	Organization of the Area and Subarea Maintenance and Repair Offices	41B, 41C
5512.1A	3-19-64	Noncombatant's Certificate of Identity (DD Form 489)	41B, 41C, 41D, T-100, CNO
5521.1A	8-23-62	Personnel security clearances	41B, 41C, 41D
5521.3B	10-16-63	Employment unsuitability information; exchange of	LANT, PAC, FE, GULF, Seattle, HONO
5530.1B	7-11-61	Armed Forces Censorship	41B, 41C, 41D, 41F
5540.1A	10-31-66	Industrial Security Clearance and emergency disclosures of classified information	41B
5600.2	7-30-68	COMSTS Monthly Newsletter	41B, 41C, 41D
5602.1	8-13-56	Specifications for official letterhead stationery; exception to	41B, 41C

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<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
5605.4D CH-1	4-4-68 7-10-68	Publications allowance for MSTS civil-service-manned ships (USNS) and requirements for the automatic distribution of publications to newly activated ships	41B, 41C, 41D, 41F, 41G, 41H, T-100, A2A (AO, JAG, NAVCOMPT, OCMM only), A3, A5, 24F, FF3 (Code 514.32), FF6, FA3, FB24, FD2, FD3, FG6, FKA1C, FKA1D, FKA1E, FKA1F, FKM22
5700.2A	4-24-61	Maritime industry working agreements; forwarding of	LANT, PAC
5720.1 CH-1	8-10-51 4-20-55	MSTS Public Information Instructions	41B, 41C, 41D, T-100
5720.3C	8-14-67	Photographs of MSTS ships; request for	41B, 41C
5720.4A	5-28-63	Sealift Magazine (formerly MSTS Magazine)	41B, 41C, 41D, 41F, 41G, 41H, T-100
5720.5	10-12-66	Improving Services to the Public	41B
5740.2	12-1-64	Payments to State and Local Governments	41B, GULF
5800.2A	7-29-65	Waiver of navigation and vessel inspection laws and regulations; procedure for	41B, 41C, 41D (Guam and HONO only), (T-100)
5830.1C	1-22-64	JAG Manual Investigations	41B, 41C, 41D, 41F
5840.2A	8-6-56	Procedures for the clearance of vessels with U. S. Customs	LANT, PAC, GULF, MSTS O HOU, LBEACH, NORVA, T-100, T-101
5840.4	6-10-59	Preparation and submission of invoices incident to payroll taxes relating to area bonuses incurred under shipping contracts; instructions for	41B, 41C, 41D
5840.5	7-7-59	Federal Notices of Levy; procedures for handling	41B, 41C, 41D, T-100

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17 January 1969

<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
5862.1	3-15-57	Narcotics users or violators; registration of	41B, 41C, 41D, 41F, T-100
5890.1B	6-6-60	General Average	41B, 41C, 41D
5890.2A	5-19-60	Payment of general average claims	41B, 41C, 41D
5890.3	9-5-56	Dunnage and lashing material supplied by the Government to commercial ships; claims for	LANT, PAC, FE, GULF
5890.4	3-7-57	General average contribution on Department of Defense sponsored shipments of household goods; determination and payment of	41B, 41C, 41D
5890.5	7-14-67	Cargo outturn reporting system (CORS) claims status report	LANT, PAC, GULF
5910.1D	9-26-67	MSTS shore address, telephone, and space data; submission of	41B, 41C, 41D, MSTS Units
6000.1 CH-6	8-6-58 4-3-63	Military Sea Transportation Service Medical Manual	41B, 41C, 41D, 41F, T-100
6222.1	10-19-55	Venereal disease; the prevention and control of	41B, 41C, 41D, 41F, T-100
6260.2	1-28-60	Hearing Conservation Program	41B, 41C, 41D
6320.1A	3-30-64	Medical and dental care of civil service marine personnel	41B, 41C, 41D, T-100
6700.2 CH-1	1-12-66 2-16-66	Antidote locker; installation stockage and use of	41B, 41C, T-100, T-101
7000.5D	11-24-65	Procedures for collecting subsistence charges and passenger fares aboard MSTS transports	41B, 41C, 41F, T-100F, T-100G
7020.1A CH-3	11-18-64 5-15-67	Budgeting for Military Sea Transportation Service transactions entering the International Balance of Payments	41B, 41C

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<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
7020.2A	7-17-68	Balance of Payments Program - Reduction of Official Travel Overseas	41B, 41C, 41D
7042.1D	8-3-67	Suballocations granted by COMSTS from "Contingencies of the Navy" subhead of the appropriation "Operation and Maintenance, Navy"	41B
7110.1E	8-6-68	Detail of permanent positions; report of	41B, GULF
7130.1E	12-14-67	MSTS budgeting under the Navy Industrial Fund	41B, 41C
7130.2	3-23-64	M&R Expenditure and Encumbrance Report (MSTS Form & Report 7130-1); standardization of	LANT, PAC, FE, GULF
7210.3A CH-2	12-27-66 7-18-67	Money in reimbursement for shortage and damage claims; disposition of	41B, 41C, 41D
7240.2E CH-1	3-24-66 12-16-66	Audit procedure and payment of Government Bills of Lading and through Government Bills of Lading (freight, all kinds exclusive of household goods) covering ocean transportation of DOD cargoes	41B, 41C, 41D
7240.3B CH-3	10-28-65 7-18-68	Deduction for discharge costs in connection with GBL berth term MAP cargo shipments	41B, 41C, 41D
7240.4C	4-27-59	Household Effects Shipment Report (MSTS Form and Report 7240-6)	41B, GULF
7240.5A CH-1	12-10-65 2-27-67	War risk insurance premiums and crew war risk bonuses under shipping contracts; invoice format and supporting documentation for reimbursement of	41B, GULF
7240.6	10-7-66	Payment of carriers' invoices for shipments under MSTS Shipping Agreements (Common Carriage)	41B, 41C, 41D, MSTS Units, MSTS Reps

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<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
7420.1	12-30-65	Civilian marine union dues payable semi-monthly; voluntary allotment deductions for	41B, 41C, 41D, T-100
7520.1F	6-9-66	Program for audit of disbursing functions aboard MSTS (USNS) ships	LANT, PAC, FE, GULF, (T-100)
7600.2 CH-1	10-21-55 11-13-59	Review and analysis of monthly operating budgets and financial and cost statements for industrial or commercial-type field activities financed by Navy Industrial Fund	41B, GULF
7600.3D CH-6	8-4-66 7-19-68	MSTS Billing Rates	41B, 41C, 41D
7640.1A	6-26-61	Collection processing procedure	LANT, PAC, FE, GULF
7700.1 CH-1	4-9-64 6-10-65	Tanker Voyage Report, MSTS Form and Report 4020-18 (2-64); preparation and submission of	LANT, PAC, FE, HONO, T-100E, T-101
7720.1C CH-10	9-23-63 4-6-67	Statistical and billing instructions	41B, 41C, MTSO Anchorage, Guam, HONO, LBEACH, Seattle
7820.1B	6-26-61	Financing repatriation of destitute MSTS civilian marine personnel	41B, 41C, 41D
8000.1	12-2-64	Pyrotechnics, line throwing equipment, small arms and ammunition requirements for ships assigned to MSTS; allowances, logistics support, and related information	41B, 41C, (T-100)
8023.1C CH-2	6-14-68 12-17-68	Safety regulations governing and handling and transportation of ammunition and other hazardous cargoes	41B, 41C, 41D, T-100 (less T-100E)
8950.1C	5-17-60	Shipboard degaussing installations; maintenance and operation of	41B, 41C, 41D, T-100
9000.1	3-17-60	Selected record plans and booklets for MSTS ships (USNS); pre-maintenance and distribution of	41B, 41C, 41D, T-100, T-101, COMSTS Tech. Branch

<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
9010.1C	1-12-65	Ship Characteristics Cards; preparation and submission	41B (less ELM), 41C, HONO, Seattle, T-100
9010.2C	4-22-59	Characteristics records and photographs of MSTS ships for insertion in Vu-Dex Visible Binders	LANT, PAC, FE, GULF, HONO
9020.1	10-29-52	MSTS ships in service (USNS) (civil-service-manned) plans to be provided MSTS commands	41B, 41C, 41D
9120.1	10-17-55	Zinc anodes; installation of	41B, 41C, 41D, T-100, T-101
9140.1	12-7-60	Maintenance of MSTS shipboard deck coverings	41B, 41C, HONO, Seattle, T-100, T-101
9170.1C	4-20-61	Cargo gear; testing of	LANT, PAC, FE, GULF, MTSO HOU, LBEACH, Port Canaveral, NORVA, Seattle, T-100
9190.4C	1-23-68	Application of tank and exterior coatings in MSTS ships	41B (less ELM), 41C (GULF only), 41D (HONO, HOU, HAMPTONROADS, LBEACH, Seattle only), T-101B
9280.3B CH-2	5-9-63 12-29-64	Designation and marking of hull structure, MSTS ships in service (USNS)	LANT, PAC, FE, GULF, HONO, Seattle, T-100, Technical Branch
9330.5C	5-17-61	Passenger capacities of MSTS transports; criteria for determining	LANT, PAC, FE, GULF, HONO
9330.6	11-7-66	Habitability standards for nucleus fleet ships of the Military Sea Transportation Service	41B, GULF, (T-100)

<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
9400.1A	2-10-60	Engineering reports; submission of	41B, T-100
9400.2	5-31-63	Diesel engine cooling water conditioning for MSTS civil-service-manned ships (USNS)	41B, 41C, 41D, T-100
9410.1A	5-27-58	MSTS operated tankers; main propulsion turbines, checking of thrust bearing	LANT, PAC, GULF
9470.1	5-19-53	Emergency diesel fire pumps; testing of	41B, 41C, 41D, T-100
9480.1	3-9-56	Contamination of fire main and sanitary system in Victory ships; prevention of	LANT, PAC, USNSs GREENVILLE VICTORY, TOWLE, MERRELL, PENDLETON, ROBINSON, BOYCE, CRAIG, CRAIN GAMMON, KIMBRO, McGRAW, MILLER
9560.1C	12-27-67	Boiler water conditioning for MSTS civil-service-manned ships (USNS) and MSTS commissioned ships (USS)	41B, 41C, 41D, T-100
9580.1	12-29-64	HAGEVAP LP distilling plant feed treatment compound	41B, 41C, T-100, T-101
9600.1	4-30-59	MSTS ships in service (USNS); emergency electric lighting and power systems, testing of	41B, 41C, T-100, T-101B
9630.1	8-26-53	MSTS ships in commission (USS) and MSTS ships in service (USNS); portable and semi-portable electrical equipment, grounding of	41B, 41C, 41D, T-100
9640.1	6-9-55	Shipboard lighting of MSTS ships in service (USNS) (civil-service-manned) and ships in commission (USS)	LANT, PAC, FE, GULF, HONO, 41F, T-100
9670.1B	2-2-67	Allowance of electronic equipment for MSTS ships in service (USNS)	41B, 41C, 41D, T-100, T-101

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<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
9670.2B	10-4-68	Ship Electronics Installation Record System for MSTS ships in service (USNS); administration of	41B, 41C, 41D, T-100, T-101
9670.4A	5-15-59	Maintenance of Sperry loran radar equipment in conformance with current approved modifications; instructions for	LANT, PAC, FE, GULF, MSTSO Balboa, HONO, NORVA, T-101, (T-100)
9670.5A	8-17-67	Maintenance and repair of electronic installations in MSTS ships in service (USNS), service contracts for; policy concerning	41B, 41C, 41D, T-100, T-101
9670.6	8-26-57	MSTS-ESO Supply Support Agreement	LANT, PAC, FE, GULF, MSTSO HONO, NORVA, LBEACH, Balboa
9670.7	9-8-64	Allowance list of on-board spare parts to support ultra-high-frequency radio communications system in MSTS tankers	T-101
9700.1	4-29-57	Man-overboard signal markers; installation of	LANT, PAC, FE, GULF, T-100
10120.1	7-16-65	CMPI 594, UNIFORMS: temporary waiver of certain provisions of	41B, 41C, HONO
10460.3	3-30-65	Submission of requisitions for automatic data processing (EAM and EDP) cards	41B, 41C
10520.1A	7-8-68	MSTS Flag and Insignia; instructions concerning	41B, 41C, 41D
11110.1	3-24-64	Overseas military medical facilities; information concerning	41B, 41C, 41D, T-100, T-101
12000.4A	2-9-56	U. S. Merchant Mariners' documents reported lost or stolen	LANT, PAC, FE, GULF, HONO
12000.7 CH-1	9-25-S8 9-8-60	Employee relations principles and policies	41B, 41C, 41D, T-100

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Enclosure (1)

<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
12000.8	10-26-64	Control of civilian grade escalation	41B, 41C
12000.9A	9-14-67	Establishing positions at the GS-14 level and above; requirements for	41B, 41C
12250.3	7-8-64	Evaluation of the Industrial Relations Program	41B, 41C, 41D, OCMM
12280.1	11-8-60	Monthly Report of Personnel, Form NAVEXOS-695; preparation of	41B, GULF
12310.1	7-12-66	Reemployment Rights Program for MSTS civilian marine personnel	41B, 41C, 41D, T-100
12410.1A CH-1	8-9-61 1-7-65	Lifeboat Training Guide	LANT, PAC, FE, GULF, 41D (Anchorage, Balboa, HONO, NORVA, Seattle only), T-100, T-101
12410.3A	1-6-60	Small-arms training for civilian marine personnel	41B, 41C, 41F, T-100, MSTSO Balboa, HONO
12410.6	7-12-57	Overseas personnel; indoctrination of	41B, 41C, 41D, 41F, T-100
12410.7B	12-27-60	Indoctrination cruises	LANT, PAC, FE, GULF
12410.8B CH-1	4-24-62 11-20-64	Military Correspondence Courses; enrollment of civilian employees in	41B, 41C, 41D, T-100
12410.9F	10-31-68	Tuition for non-Government training	41B, 41C, 41D
12410.11G	12-6-68	Upgrade training program for civilian marine personnel	LANT, PAC, FE, GULF, MSTSO HONO, Seattle, T-100
12410.12A	1-27-65	Amphibious Training	41B, 41C, 41D, (T-100)
12410.13	12-6-66	Automatic Data Processing (ADP); training in	41B, GULF

<u>INST</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>DISTRIBUTION</u>
12410.14	2-2-67	Safe ocean transportation of munitions; training program for	41B, 41C, 41D, T-100, All MSTs Chartered ships, CNO, NAVORDSYSCOMHQ, MTMTS, USCG, MARAD
12453.1A	11-23-62	MSTS 10 Year Service Award; establishment of	41B, 41C
12454.1A	5-16-61	U. S. Coast Guard Life-Saving Medals	LANT, PAC, FE, GULF, (T-100)
12460.1	4-10-61	Manning of special project ships	LANT, PAC, GULF
12510.1	11-4-60	Preparation of descriptions for graded positions; guide and procedures for	41B, 41C, 41D
12510.2	6-17-68	Series classification and titling of marine transportation positions within MSTs	41B
12510.3	12-31-68	Position classification authority	41B, 41C, 41D
12531.1	3-9-56	Management review of "key" ungraded ratings in MSTs subordinate commands	41B, 41C, 41D
12531.2	2-12-57	Activity wage schedules; procedures and authority to amend	41B, GULF
12590.1 CH-1	5-8-61 6-19-61	Authority and responsibility for premium pay aboard ship	LANT, PAC, FE, GULF, HONO, Seattle, T-100
12593.1	3-20-59	Subsistence standards and procedures for Arctic and Antarctic operations	LANT, PAC, GULF
12630.1	3-9-55	Shore leave and liberty for civilian crews of ships in areas under U. S. military control	41B, 41C, 41D, T-100, T-101

COMSTSNOTE 5215
17 January 1969

COMSTS INSTRUCTIONS CANCELLED DURING THE PERIOD
1 JULY THROUGH 31 DECEMBER 1968

COMSTS INSTRUCTION	REASON FOR CANCELLATION
4335.1B	4335.1C
4615.2E	4615.2F
5000.6B	5000.6C
5213.4E	5214.2
5322.1A	COMSTS Notice 5215 of 26 Aug 68
5760.1	Served its purpose
7020.2	7020.2A
7110.1D	7110.1E
9670.2A	9670.2B
10520.1	10520.1A
12213.1	Served its purpose
12410.9E	12410.9F
12410.11F	12410.11G
12512.1A	12510.3
12512.3A	12510.3

Enclosure (2)