

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
N. S. C., OAKLAND, CALIFORNIA 94625

MSTSPAC 3541.3A
P-24
4 March 1969

MSTSPAC INSTRUCTION 3541.3A

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

Subj: Damage Control Book; preparation and maintenance of

1. Purpose. The purpose of this Instruction is to direct the preparation, submission and maintenance of USNS Damage Control Book, MSTSPAC Form 3541/5.

2. Cancellation. MSTSPAC Instruction 3541.3 is superseded. *

3. Background. The Damage Control Book has been developed to consolidate, in a single document, important information concerning ship characteristics and equipment installations. The book is made up of guide sheets with blank spaces for entry of specific information which is to be obtained from departmental files and posted locations in a ship. The completed books will serve as a guide for personnel in emergencies and for orienting new employees.

4. Action. Damage Control Books, (MSTSPAC Form 3541/5), have previously been furnished to all MSTSPAC ships and will be furnished to all ships assigned to MSTSPAC in the future. Masters shall establish procedures to ensure the preparation and maintenance of subject books for their respective ships. *

a. If not now complete and available on board, Damage Control Books shall be completed within six months of receipt of this Instruction. Since the pages are loose-leaf, they may be typed as sets and reinserted as pages in all the copies. Distribution of the completed books shall be made as follows: *

(1) Copy to the master, chief engineer, first officer (damage control officer) and each repair locker. Shipboard Damage Control Books shall be kept in 11" x 8½", 3-ring, 1" capacity loose-leaf binders for protection and preservation.

(2) One copy to COMSTSPAC (P-24). *

b. As changes occur to equipment and characteristics described in the Damage Control Book, the master shall have corrections made in all copies in the ship, and shall forward information to COMSTSPAC (P-24), for correction of copies maintained ashore. *

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5. Books. Initial supplies of books have been or will be furnished to ships in the quantities listed below. Orders for additional books or pages shall be placed through regular supply channels.

- * a. Seven books to transports. (T-APs)
- b. Six books to other MSTSPAC ships.

R. A. HUBBARD
Chief of Staff

- * DISTRIBUTION: (MSTSPACINST 5215.2J)
SNDL T-100...MSTSPAC activities only
USNS MICHELSON (T-AGS 23)
USNS PETRARCA (T-AK 250)
USNS SILAS BENT (T-AGS 26)

Copy to:
COMSTS
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Authenticated:

S. A. Wilson

S. A. WILSON
Directives Control