

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA

MSTSPAC 4064.3
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7 November 1962

MSTSPAC INSTRUCTION 4064.3

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

Subj: Processing of ships' linen, blankets and bunk bottoms ashore;
responsibilities and procedures for

1. Purpose. To outline the responsibilities and procedures for the handling of MSTSPACAREA ships' linen, blankets and bunk bottoms and for the operation of a blanket exchange and storage facility.

2. Scope. The procedures set forth below are applicable to the following classes of material:

a. Ships' laundry in excess of the capacity of laundering facilities operated on board ships.

- (1) Crew and passenger bedding and linen.
- (2) Troop bedding, linen and bunk bottoms.
- (3) All other items not requiring special handling.

b. Contaminated laundry.

c. Ships' blankets required on an exchange basis.

3. Laundering service.

a. Ships' laundry, except contaminated laundry, shall be serviced on board the ships as time and facilities permit. Soiled linen in excess of the capacity of ships' laundries; i.e., pillows, mattresses and contaminated laundry, including blankets and bunk bottoms; shall be serviced by commercial contractors.

4. Directive. Commanding officers and masters shall ensure that:

a. Laundry is sorted, counted and bundled by individual item, i.e., sheets, blankets, etc.; each bundle tagged, showing name of ship and article count; a Requisition and Invoice/Shipping Document (DD Form 1149) is prepared to cover cost of each type of service required and deliver to COMSTSPACAREA supply liaison representative.

b. COMSTSPACAREA is notified of the number of pieces requiring processing in item Juliett of the Logistics Requirements Report.

MSTSPACINST 4064.3

7 November 1962

c. A representative is present when laundry is picked up and delivered.

d. There is an exact count of all items turned in for laundering. Shortages of blankets exchanged are chargeable to ships' budgets.

O. B. MURPHY
Chief of Staff

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