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

Fill
COMSTS 4335.1B
M-344
8 Apr 1966

MASTER
AP110

COMSTS INSTRUCTION 4335.1B

From: Commander Military Sea Transportation Service
To: Distribution List

Subj: Contracts to provide husbanding services to MSTs (USS/USNS)
ships overseas; utilization of

Encl: (1) Services to be Furnished or Performed by Contractor under
MSTS Husbanding Contract
(2) Sample of MSTs Report 4335-1 (Rev. 1-66)

1. Purpose. This Instruction sets forth information concerning the utilization of contracts established to provide husbanding service to subject ships at overseas ports.

2. Cancellation. This Instruction cancels COMSTS INSTRUCTION 4335.1A.

3. Background.

a. The establishment of subject contracts was impelled by economy and the need for more prudent utilization of available personnel. Contracts have been awarded to the following firms for utilization in the areas indicated:

Everett Steamship Corporation, S/A
EVERETT BUILDING
13 Daigan-Dori 3-Chome
Naka Ku, Yokohama
(Contract MSTSWP-H-2(X))

COMSTSFE

The General Steam Navigation Co., Ltd.
Three Quays
Tower Hill
London, E.C. 3
(Contract MSTE-(HU)1)

COMSTSELM (as far
south as Vigo, Spain)

American Export Isbrandtsen Lines, Inc.
26 Broadway, New York, N.Y. 10004
(Contract MST-OT-1(X))

COMSTSMED

Grace Y Cia (Chile) SA
Edificio Grace
Morande 341, Casilla 14-D
Santiago, Chile
(Contract MST-OT-19(X))

COMSTSPAC
(Chilean ports)

COMSTSINST 4335.1B

8 Apr 1966

Moore McCormack Lines
2 Broadway, New York, N. Y. 10004
(Contract MST-OT-18(X))

COMSTSLANT
(Recife, Brazil or
other South American
ports mutually agreed
upon)

Farrell Lines
1 Whitehall Street, New York, N.Y. 10004
(Contract MST-OT-11(X))

COMSTSLANT
(African ports
mutually agreed upon)

Mac Andrews & Co. Ltd.
Plantation House
Mincing Lane
London, E.C.3
(Contract MSTE-(HU)-2)

COMSTSELM
(Ports on Mediterranean
coast of Spain)

The Oceanic Steamship Company
215 Market Street
San Francisco, California 94105

COMSTSPAC
(New Zealand Ports
mutually agreed upon
for MSTS ships engaged
in scientific or like
special projects)

Burns Philp South Sea Company, Ltd
Suva
Fiji Islands

COMSTSPAC
(Suva, Fiji Islands
or other Fiji Island
Ports mutually agreed
upon; Pago Pago
American Samoa or
other American Samoan
Ports mutually agreed
upon)

b. The services to be furnished or performed by the contractor under these contracts are indicated in enclosure (1), or as more specifically set forth in the respective contracts. Administration of the contracts, including the ordering of service thereunder, is the responsibility of the cognizant MSTS area or subarea commander. Information regarding the performance of contractors in husbanding MSTS ships will be furnished by masters and commanding officers as set forth below.

4. Utilization. Husbanding services are to be provided by the above firms when specifically ordered by the cognizant MSTS area or subarea commander. Husbanding services under the above contracts will be utilized at ports not served by resident MSTS personnel or where military transportation activities are not established. Husbanding service is available at all ports in these areas, however, and may be utilized to meet local conditions or circumstances at the discretion of the cognizant MSTS area or subarea commander, regardless of what MSTS or military transportation activities are established in the port.

5. Action.

a. MSTS area and subarea commanders will ensure that subject ship schedules are examined upon receipt to determine whether commercial husbanding services will be required at ports of call within their respective areas. When service is required, cognizant MSTS area or subarea commanders will provide timely notice to the appropriate contractor and issue orders accordingly. In instances when such orders are issued orally, they shall be promptly confirmed in writing with return receipts requested. Steps will be taken to ensure that contractors are kept advised of all operational changes and changes in import requirements as they develop.

b. Enclosure (2) furnishes a sample of MSTS Form and Report 4335-1 (Rev: 1-66). This report is to be submitted to COMSTS by the commanding officer or master of subject ships receiving husbanding services under the above contracts. It is to be forwarded immediately prior to departure from each port at which such service is provided. A copy of the report is to be submitted to the MSTS area or subarea command ordering husbanding service and to the MSTS area/subarea command to which the ship is assigned for administrative control.

c. In accordance with the provisions of the various husbanding contracts, proof of delivery receipts for all husbanding services are to be signed by the master or commanding officer or responsible ship officer. Invoices, together with proof of delivery receipts are to be transmitted by the contractors to the cognizant MSTS commanders as listed in paragraph 3 above.

6. Supply of Forms. Initial supply of MSTS Form and Report 4335-1 (Rev. 1-66) is being furnished addressees under separate cover. Additional stock is to be requisitioned by addressees in accordance with current supply procedures for cognizance "I" material.

DENYS W. KNOLL
Deputy

Distribution:

SNDL 41B.....	20
41C.....	10
41D.....	2
T-100(USNS)....	2
J63.....	2

Authenticated:

WB/HB
W. B. HOBBS
LT USNR

8 Apr 1966

SERVICES TO BE FURNISHED OR PERFORMED BY
CONTRACTOR UNDER MSTS HUSBANDING CONTRACT

1. Notifying local shipper service representative (Army, Navy or Air Force activity responsible for loading and/or discharging or having predominant interest in ship and/or cargo) of ships ETA and all changes thereto. Coordinating berthing arrangements between shipper service representative and commanding officer/master of ship. Tendering ships notice of readiness to shipper service representative.
2. Notifying local port officials concerning ships arrival.
3. Arranging for pilots, tugs and linehandlers as required for entering, leaving or shifting ship.
4. Contracting local shipper service representative to ascertain whether arrangements have been completed for labor and equipment to work the ship upon arrival. If outloading is contemplated, ascertain whether cargo has been called forward to the berth to be promptly available for working into the ship on arrival.
5. Meeting ship, insuring compliance with all applicable port regulations; receiving and delivering ship's mail; receiving requests/reports from commanding officer/master; filing movement report.
6. Arranging for bunkers, stores, repairs, water, garbage, launch service or other logistical support services as requested by competent authority.
7. Provide liaison between the ship and shipper service representative, port officials and local concerns incident to ships business.
8. Insuring that ship loads equipment and cargo in accordance with MSTS schedules or instructions and coordinating import cargo operations.
9. Preparing and submitting operational reports as required.
10. Arranging with shipper service representative for cleaning of cargo holds upon completion of discharge. Obtaining written explanation from shipper service representative in the event cleaning of cargo holds is not accomplished upon completion of discharge.
11. Coordinating sailing time with the delivering of sailing orders to commanding officer/master.
12. Clearing ship for departure insuring compliance with all applicable port regulations, observing departure.

Enclosure (1)

8 Apr 1966

13. Furnishing shipper service representative information relative to ship's departure, space available on sailing and such other operational information as directed for incorporation in ship departure message which is transmitted by shipper service. Making, or instructing master to make, movement report.

14. Assisting with arrangements for hospitalization of crew members or other personnel assigned or employed aboard the ship.

15. Providing transportation, housing and subsistence for persons meeting the ship or embarking in or departing the ship.

16. Arranging for entry and clearance of cargo, stores and other equipment consigned to or removed from the ship, including preparation of necessary documentation and procurement of storage, dunnage, lighters, cranes, stevedore services and other matters pertaining thereto as required.

17. Reporting to the American Consul, the name and Z number of any crew member or other person assigned or employed aboard the ship failing to join ship on departure. Assisting with arrangements for repatriation.

18. Furnishing chronological record of all husbanding activities and ship operations, reporting delay to the ship indicating responsibility for such delay, i. e., lack of stevedores, failure of equipment, weather, damage, etc.

19. Making disbursements and rendering disbursing accounts in required form.

Enclosure (1)

SAMPLE (COPY)

HUSBANDING SERVICES REPORT

MTS FORM 8 REPORT 4335-1 (REV. 1-66)

FROM:

MASTER USNS MISSION CAPISTRANO (T-AOG 162)

TO:

Commander Military Sea Transportation Service

NAME AND ADDRESS OF FIRM PROVIDING HUSBANDING SERVICE

G. Heyn & Sons, Ltd.
10 Victoria Street, Belfast, Northern Ireland

COMSTSINST 4335.1B

DATE 8 Apr 1966
6 March 1966

NAME OF PORT WHERE SERVICE WAS PROVIDED

Belfast, Northern Ireland

INCLUSIVE DATES SERVICE PROVIDED

31 Jan - 5 Feb 1966

Section I. SERVICES PROVIDED - CHECK APPROPRIATE ITEMS OR INDICATE N/A (Not applicable)

ITEM	YES	NO	N/A	ITEM	YES	NO	N/A
1. ARRANGED FOR TUGS:	ARRIVAL	X		BUNKERS	X		
	SHIFTING		X	STORES	X		
	DEPARTURE	X		REPAIRS	X		
2. ARRANGED FOR PILOTS:	ARRIVAL	X		WATER	X		
	SHIFTING		X	GARBAGE	X		
	DEPARTURE	X		LAUNCH		X	
3. ARRANGED FOR LINE HANDLERS:	ARRIVAL	X		SHIPPER SERVICE		X	
	SHIFTING		X	PORT OFFICIALS	X		
	DEPARTURE	X		LOCAL CONCERN	X		
4. MET SHIP ON ARRIVAL:	X			10. ARRANGED FOR CLEANING OF HOLDS DISCHARGED:			X
5. DELIVERED SHIP'S MAIL:	X			11. OBTAINED WRITTEN EXPLANATION AS TO WHY HOLDS WERE NOT CLEANED:			X
6. COORDINATED BERTHING AND WORKING ARRANGEMENTS:	X			12. COORDINATED SAILING AND DELIVERED SAILING ORDERS:			X
7. FILED:	ARRIVAL REPORT		X	13. ASSISTED WITH HOSPITALIZATION OF CREW MEMBERS:			X
	DEPARTURE REPORT		X				
14. OTHER:							

Filed outgoing traffic through Londonderry; delivered incoming traffic from
Londonderry

Section II. COMMENTS

INDICATE ADEQUACY OF SERVICE PROVIDED, SERVICES REQUIRED OR REQUESTED BUT NOT PROVIDED, PERFORMANCE OF CONTRACTOR AND RECOMMENDATIONS. (Use
continuation sheets if necessary.)

Ship was provided excellent husbanding services

MASTER/COMMANDING OFFICER(Signature)

/s/ Bertil Von Gerber

CO MTSLANT
COMSELM

SAMPLE (COPY)

ENCLOSURE (2)