

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
NSC, OAKLAND, CALIFORNIA 94625 MSTSPAC 4620.3A
P-3524
12 April 1968

MSTSPAC INSTRUCTION 4620.3A

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

Subj: Ship Cargo Operations Performance Report (MSTSPAC Form and Report 9030-1)

1. Purpose. The purpose of this Instruction is to promulgate the requirement for submission of subject report and establish an official record of the condition of cargo stowage aboard MSTS-controlled ships (USNS, TC, or GAA) at ports within MSTSPAC. *

2. Cancellation. MSTSPAC Instruction 4620.3 is superseded. *

3. Action *

a. A representative of the local MSTSPAC activity shall deliver the blank forms to the master or his representative upon arrival on berth.

b. The ship's master or his representative shall prepare forms in triplicate and furnish two signed copies to the local MSTSPAC representative.

c. The local MSTSPAC representative shall:

(1) Retain both copies in the voyage jacket file providing no exceptions were taken by the master as to loading/discharge operations, claims, etc.

(2) Forward one signed copy to MSTSPAC, if exceptions were taken by the master as to loading/discharge operations, claims, etc.

d. Reports may be destroyed after 2 years in accordance with SECNAVINST P-5212.5 series, Subj: Disposal of Navy and Marine Corps Records.

4. Forms. Supply source for the forms is COMSTSPAC (Code P-3). *

T. F. SAUNDERS
ARMED

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Authenticated:

Se Wilson
S. A. WILSON
Directives Control

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