

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 MSTSPAC-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 MSTSPAC Instruction 4620.3 is superseded.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
Acting

DISTRIBUTION: (See)

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USNS POPE T-AP110

Authorized:

Sa Wilson
S. A. WILSON
Directives Control

MSTSPACINST 4620.3A
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SNDL LHD, T-100 (less Special Project Ships)- MSTSPAC activities only
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