

SAMPLE MEMORANDUM TO RELIEF DECK OFFICERS

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

MEMORANDUM

From: Port Captain  
To: Relief Deck Officers

Subj: Instruction to Relief Deck Officers employed on MSTSPAC ships

Ref: (a) CMPI 610, Section 11  
(b) COMSTS Instruction 3120.2C  
(c) CMPI 594

1. Purpose. To provide information and guidance to relief deck officers in the performance of their duties, in accordance with references (a) and (b).

2. Assignments. Relief Deck Officers will be assigned by the Port Captain's Branch. Consideration shall be given to the location of the ship with relation to the relief officer's domicile, in order to avoid excessive travel. Assignment orders will be prepared by this branch and forwarded to the Relief Officer. Relief Officers will, at the conclusion of a tour of duty, obtain the endorsed assignment orders and return them to the Port Captain's Branch.

3. Responsibility of Relief Deck Officers. The relief deck officer is directly responsible to the Master of the ship to which assigned. In the absence of any deck officer on board in a duty status, he is the representative of the Master and as such is in charge of the ships' watch. At the beginning of each tour of duty, the relief officer shall report to the First Officer, officer of the watch, or to the relief officer going off duty, and carry out the following procedure:

a. Obtain the telephone number of the Master and First Officer. Locate the COMSTSPAC telephone directory containing the staff duty officer's extension and other emergency numbers, and Boarding Bulletins, or Terminal Instructions when provided by berthing activities. Obtain a roster of the watch on deck and the duty assignments.

b. Obtain all pertinent information relative to scheduled activities falling within his watch and read and sign "Standing Orders," the night order book and any special orders which have been prepared for guidance during the watch.

c. Obtain all ship's keys in the possession of the officer being relieved or information as to the location of all essential keys.

Enclosure (1)

d. The relieving of the watch shall be an unhurried process and shall be accomplished following the exchange of full information relative to cargo operations, preparation for scheduled shifts and other matters of importance. During repair periods, the relieving officer shall obtain, and cognizant ship personnel or engineering office personnel shall provide, complete information regarding work underway by shipyard or engineering officer personnel, with emphasis on all activities requiring openings through the ship's hull, breaking open or blanking off oil, water, sanitary or fire lines. If the occasion demands, he shall require his predecessor to accompany him on his initial inspection until all doubts have been resolved.

#### 4. The Watch

a. The tour of duty of the relief deck officer shall be in the nature of an active standing watch about the ship. Having taken over the watch, he shall make his identity known to the relief engineering officer and to the watch on deck. He shall immediately familiarize himself with the location and condition of all available firefighting and emergency equipment, aboard and ashore, and check the condition of the mooring lines with relation to the tide.

b. He shall personally make frequent and all-inclusive inspections above and below deck to insure the safety and security of the ship. The frequency of inspections shall be governed by the circumstances resulting from current activities, by such special orders as may be found in the ship's night order book, or by the dictates of prudent seamanship. Inspections shall be of such thoroughness as to insure the timely discovery of emergencies requiring immediate remedial action.

c. He shall require the watch on deck to be alert in the strict observance of current orders and regulations. He shall record and report to the Master or First Officer any delinquency on the part of any personnel, whether on or off duty, whose conduct or performance of duty is not in accordance with required MSTS standards.

#### 5. Uniform

a. Relief officers are exempt from the provisions of reference (c). While they are not required to wear a uniform, they are encouraged to wear the khaki uniform of their former officer rating, less insignia.

6. Shipboard Liaison. Throughout the watch, the relief deck officer shall maintain liaison with the relief engineer officer and shall enlist his aid in the handling of problems which can be solved through joint action.

7. Shore Liaison. The relief deck officer shall be governed by the Standing Orders and Special Orders issued by the Master with relation to telephone calls to responsible ship personnel for advice or assistance on problems which require their attention. In all cases of casualties or operational difficulties resulting in possible disruption of the inport schedules or affecting the safety of the ship, he shall inform the COMSTSPAC Staff Duty Officer immediately.

8. Personnel Injuries and Illness. All injuries, however minor, will be treated and reported. Proceed as follows:

- a. For minor injuries, render first aid as required.
- b. For other injuries, administer necessary first aid and request assistance from the nearest dispensary.
- c. If ambulance service is required, notify the nearest U. S. Public Health Service Hospital. Advise guard at the main gate if ambulance is coming. Notify Staff Duty Officer.
- d. Make appropriate log book entry and prepare a statement to the Master of all the circumstances - cause, place, time, symptoms and treatment.
- e. Obtain names and addresses of witnesses and take as many statements as possible.

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