

APPENDIX C
USNS GENERAL JOHN POPE (T-AF 110)

(date)

From: Troop Adjutant, Voyage #
To: Commanding Officer, Military Department, USNS POPE
Via: Senior Unit Commander, Voyage #

Subj: Daily Sight Muster Report

1. A sight muster has been conducted as of 0800 this date. A total of troops are on board.

(Signature & Rank, Troop Adjutant)

FIRST ENDORSEMENT

(date)

From: Senior Unit Commander, Voyage #
To: Commanding Officer, Military Department

Subj: Daily Sight Muster Report

1. Forwarded, contents noted.

(Signature & Rank Senior Unit Commander)

REGULATIONS FOR SPECIFIC GUARD POSTSGENERAL ORDERS FOR THE GUARD

1. General Instructions: Guard duty aboard the ship is an important job. All orders are issued for a definite reason, and MUST BE ENFORCED. Ship's rules and regulations unless otherwise stated, apply to officers, enlisted men, and all other persons in a passenger status. Guards are directed to perform all of their duties efficiently. All guards will stand guard ON THEIR FEET. Sitting down or reading while performing guard duty will be cause for disciplinary action. The uniform for all guard duty will be fatigues, low quarter shoes, brassards, and helmet liner, except for those guards on exposed stations in inclement weather. Any exceptions to the above will be as prescribed by the Senior Unit Commander with concurrence of the Commanding Officer, Military Department. The following special orders will be rigidly enforced:

- a. Decks will be kept clean at all times. Permit no one to throw refuse or cigarettes on the decks or over the side. GI cans should be utilized.
- b. Permit no destruction or misuse of government property.
- c. Permit no one to sit on railings, or to climb upon gear, rigging, life saving equipment, or deck machinery.
- d. Guards will assist in regulating traffic and maintaining order during fire and boat drills. Enforce NO SMOKING regulations during all emergency drills.
- e. Allow NO ONE to smoke on the open decks while the ship is alongside the pier. *NO SMOKING IN LADDERWELLS WHILE SHIP IS UNDERWAY*
- f. Allow no gambling of any form.
- g. Permit no one to bring bedding, mattresses, pillows or blankets to the open decks. *Life jackets are allowed on deck only during emergency drills*
- h. Curfew for the troops is at 2300 hours. Clear all decks, lounges and assembly areas by 2230 hours.
- i. Enforce the uniform regulations prescribed by the Senior Unit Commander.
- j. Guards will not interfere with the ship's crew or members of the Military Department while on duty.
- k. All guards are to remain at their posts during drills, to direct traffic and insure people are in appropriate dress. The only exception is the ABC Drill at which time guards on open decks will go inside through the door nearest them.
- l. Report all questionable acts by members of the ship's crew to the OOD.
- m. When relieved, turn over helmet, brassard and orders to your relief.

n. To report a fire or other emergency, communicate with the bridge by the shortest possible route.

o. Take the following action when a man goes overboard:

(1) Yell "Man Overboard", then throw orange lifering (found along rail) over the side.

(2) Communicate with the bridge by phoning 222, or use PA system, or run directly to the bridge. Report to watch the location of man and time overboard.

p. The signal for fire is a continuous rapid ringing of ship's bell for a period of not less than ten (10) seconds, supplemented by a continuous ringing of the general alarm bells for not less than (10) seconds. The signal for abandon ship is seven (7) or more short blasts and one (1) long blast on the ship's whistle supplemented by the same signal on the general alarm bell. Keep troops moving smartly. Do not let them run. For fire, direct all troops to return to their compartments; for abandon ship direct them all topside. The signal for "Secure from Drill" is three (3) short blasts.

2. Guard life jackets are in ~~orange bags located at each post. To be used only in actual emergency.~~ ^{Emergency Lockers Located on weather decks, and}

3. Guards are to remain on post during all drills unless otherwise directed. (refer to paragraph K)

4. Guards will eat prior to relieving Guard Detail.

GENERAL ORDERS FOR ALL GUARD POSTS

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the Troop Office than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the day, officers and non-commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of man overboard, fire and disorder.
9. To call the commander of the relief in any case not covered by instructions.
10. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.
11. Enforce curfew at 2300 hours for all passengers.
12. For regulations and instructions for specific Guard Posts see Appendix D.

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GUARD POST LOCATIONS

Guard Post

GP #1*
GP #2*

Location Ø2 Deck (Two Decks above Main Deck)

Ø2 Deck, PATROL Starboard Side
Ø2 Deck, PATROL Portside

Guard Post

GP #3*
GP #4*
GP #5*
GP #6*
GP #7*

Location Ø1 Deck (one Deck above Main Deck)

Ø1 Deck, PATROL Starboard Side Hospital
Ø1 Deck, PATROL Portside Hospital
Ø1 Deck, Rear of Hospital
Ø1 Deck, PATROL forward of Deck House
Ø1 Deck, Inside entrance to Hospital

Guard Post

GP #8*
GP #9*
GP #10*
GP #11*
GP #12*
GP #13*
GP #14*
GP #15*

Location Main Deck

Main Deck forward, Portside
Main Deck forward, Starboard Side
Main Deck, Cabin PX in Cabin Lounge
Main Deck, (Promenade Deck), Starboard Side
Main Deck, (Promenade Deck), Portside
~~Main Deck, (Rear of Promenade Deck), Starboard Side~~
~~Main Deck, (Rear of Promenade Deck), Portside~~
~~Main Deck, Fantail, Rear end of Ship~~
~~Main~~

Guard Post

Location 2nd Deck (One Deck below Main Deck)

Troop Mess Hall Level

GP #16
GP #17
GP #18
GP #19
GP #20
GP #21

2nd Deck, Ladderwell #1
2nd Deck, Ladderwell #2
2nd Deck, Ladderwell #2A
2nd Deck, Ladderwell #3
2nd Deck, Ladderwell #3A
2nd Deck, Ladder leading to Promenade Deck Starboard Side. To be used as EXIT only during meal times. EMERGENCY anytime.
2nd Deck, Ladder leading to Promenade Deck Portside. To be used as EXIT only during meal times. EMERGENCY anytime.
2nd Deck, Starboard Side, Mess Hall, door used as EXIT from Mess Hall.
2nd Deck, Portside, Mess Hall, door leading to Crew Quarters.
2nd Deck, Ladderwell #5
2nd Deck, Ladderwell #6
2nd Deck, Ladderwell #6A
2nd Deck, Ladderwell #7
2nd Deck, Ladderwell #7A

Guard Post

Location 3rd Deck (Two Decks below Main Deck)

GP #30
GP #31
GP #32
GP #33

3rd Deck, PATROL passageway, forward of Troop Galley
3rd Deck, Starboard Side, across from Chaplain's Office
3rd Deck, Portside, Troop PX
3rd Deck, Ladderwell #5

Guard Post

Location 4th Deck (Three Decks below Main Deck)

GP #34
GP #35

4th Deck, Portside, Small Troop Recreation Room
4th Deck, Starboard Side, Large Troop Recreation Room

* GP are weather deck posts. Guards are not to step in ladderwells or in deck houses for shelter.

Ladderwell guards are to remain INSIDE ladderwells.

SPECIAL ORDERS FOR GUARDS AND GUARD LOCATIONS

POST #1 Ø2 Deck, Starboard Side

1. Patrol area and enforce the general regulations.
2. Enforce the "OFF LIMITS" restrictions for all troops.
3. Act as a lookout for men overboard.

POST #2 Ø2 Deck, Portside

1. Patrol area and enforce the general regulations.
2. Enforce the "OFF LIMITS" restrictions for all troops.
3. Act as a lookout for men overboard.

POST #3 Ø1 Deck, Starboard Side

1. Patrol starboard side of this deck and enforce general regulations.
2. Prevent unauthorized personnel from entering the hospital area.
3. Act as a man overboard lookout.
4. OFF LIMITS TO ALL TROOPS.

POST #4 Ø1 Deck Portside

1. Patrol portside of the deck and enforce general regulations.
2. Prevent unauthorized personnel from entering hospital area.
3. This is a walk-thru passageway only; no loitering at any-time.
4. Act as a man overboard lookout.

POST #5 Ø1 Deck, rear of hospital

1. Carry out the general regulations and orders.
2. Act as a traffic watch for troops. Permit no troop to enter Starboard Side of the Ø1 deck. Direct all traffic to the Portside.
3. Permit no loitering in the hospital area.
4. Keep silence about the deck.

POST #6 Ø1 Deck (forward of deck house)

1. Patrol the area and enforce the general regulations.
2. keep all troops off deck machinery, lifeboats and rigging.
3. Prevent the use of lights except by ships crew forward of the bridge between sunset and sunrise.

POST #7 Hospital area, outside doctor's office

1. Prevent troops and passengers from entering hospital area except during sick call hours or in the event of an emergency.
2. Maintain silence in the area at all times.
3. Enforce NO SMOKING regulations in this area at all times.
4. Carry out special orders of the Medical Officer.

POST #8 Main Deck, portside, from deck house patrol area to Forecastle

1. Enforce the general regulations.
2. Permit no troops to enter the carpenter shop or Boatswain spaces.
3. Permit no troops to climb the ladder to the forecastle.
4. Prevent personnel from sitting on the railing, deck machinery, rigging, ladders, etc.
5. Prevent the use of lights except by crew members forward of the bridge between sunset and sunrise.
6. Keep troops from entering officers country through water tight door 1-61-2.
7. Act as a man overboard lookout.

POST #9 Main deck, starboard side, from deck house to forecastle

1. Patrol area and enforce the general regulations.
2. Permit no troops to enter the carpenter shop or Boatswain spaces.
3. Permit no troops to climb the ladder to the forecastle.
4. Prevent personnel from sitting on railing, deck machinery, rigging, ladders, etc.
5. Prevent the use of lights except by crew members between sunset and sunrise.
6. Keep all troops from entering officers country.
7. Act as a man overboard lookout.

POST #10 Cabin Class Ship's Exchange and Purser's Office

1. Act as a security watch for the cabin class store and purser's office.
2. Permit no passengers to enter the store.

POST #11 Main deck, starboard side frame 93-160

1. Patrol area and enforce the general regulations.
2. ~~Prevent troop class passengers from entering the area forward of frame 160~~
3. Act as a man overboard lookout.
4. Prevent troops on KP detail from loitering in the area.

POST #12 Main deck port side frame 93-160

1. Patrol area and enforce the general regulations.
2. ~~Prevent troop class passengers from entering the area forward of frame 160~~
3. Act as a man overboard lookout.
4. Prevent troops on KP detail from loitering in the area.

POST #13 Main deck starboard side frame 160-205

1. Patrol area and enforce general regulations.
2. Prevent troops from entering cabin areas.
3. Keep personnel off of deck machinery.
4. Act as a man overboard lookout.
5. Prevent troops from littering the decks. GI cans are to be used.

POST #14 Main deck, portside, frame 160-295

1. Patrol area and enforce general regulations.
2. Prevent troops from entering cabin areas.
3. Keep personnel out of deck machinery.
4. Act as a man overboard lookout.
5. Prevent troops from littering the decks. GI cans are to be used.

POST #15 Fantail

1. Patrol area and enforce general regulations.
2. Prevent troops from entering cabin areas.
3. Keep personnel off of deck machinery.
4. Act as a man overboard lookout.
5. Prevent troops from littering the decks. GI cans are to be used.

POST #16 Ladderwell #1

1. Permit no loitering in this area.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist in expediting traffic during all EMERGENCY drills.

POST #17 Ladderwell #2

1. Permit no loitering in this area.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist in expediting traffic during all EMERGENCY drills.

POST #18 Ladderwell #2A

1. Permit no loitering in this area.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of emergency.
3. Assist in expediting traffic during all EMERGENCY drills.
4. Prevent destruction of government property.
5. Allow no one to tamper with Coke machine.

POST #19 Ladderwell #3, 01 deck and 2nd deck

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of necessary.
3. Permit no troop class passengers to enter Officers country on the main deck.
4. Assist in expediting traffic during all EMERGENCY drills.

POST #20 Ladderwell 3A, 01 deck to 2nd deck to 1st Platform

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell in cleared of debris and will provide a safe exit in time of emergency.
3. Permit no troops to enter officers country on the main deck.
4. Assist in expediting traffic during all EMERGENCY drills.
5. Maintain order of line awaiting entry into barber shop.

POST #21 2nd Deck, starboard side, frame 100 doorway (from mess hall to Officers Lounge)

1. Patrol area and enforce general regulations.
2. Prevent troop class passengers from using the ladder to cabin lounge.
3. Enforce safety and sanitary regulations in troop mess.
4. Permit no one to take food from the mess.

POST #22 2nd Deck, Ladder leading to Promenade Deck Portside

1. Patrol area and enforce general regulations.
2. Prevent troop class passengers from entering the crews quarters.
3. Enforce safety and sanitary regulations in the troop mess.
4. To be used for EXIT ONLY during meal hours.

POST #23 2nd Deck, starboard side, frame 130 (exit from Mess Hall)

1. Patrol areas and enforce general regulations.
2. Permit no troops to use ladderwell #4A to go above the 2nd deck except in general EMERGENCY.
3. Enforce safety and sanitation regulations in the troop mess.
4. Permit no one to take food from the mess.
5. Permit no troop class passengers to enter Officer's Country.
6. To be used for EXIT ONLY during meal hours.

POST #24 2nd Deck, portside, frame 130 (doorway to crews quarters)

1. Patrol area and enforce general regulations.
2. Prevent troop class passengers from entering the crews quarters.
3. Enforce safety and sanitary regulations in the troop mess.
4. Permit no one to take food from the mess.

POST #25 Ladderwell #5, main deck to 2nd deck

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist traffic control in routing traffic.
4. Assist in expediting traffic during all EMERGENCY Drills.

POST #26 Ladderwell #6, Main deck to 2nd deck

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist in expediting traffic during all EMERGENCY Drills.

POST #27 Ladderwell #6A

1. Permit no loitering in this Area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of emergency.
3. Assist in expediting traffic during all EMERGENCY Drills.
4. Allow NO ONE to tamper with the "Coke" machine.

POST #28 Ladderwell #7

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist in expediting traffic during all EMERGENCY Drills.

POST #29 Ladderwell #7A

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist in expediting traffic during all EMERGENCY Drills.

POST #30 3rd Deck, passageway forward of troop galley

1. Patrol area and enforce general regulations.
2. Keep troop class passengers forward of the galley area.
3. Permit no loitering on ladderwell #4.
4. Prevent unauthorized persons from using the elevator.

POST #31 3rd Deck, starboard side of Troop Exchange

1. Patrol area and enforce general regulations.
2. Permit no troops to move forward or aft into crew quarters.
3. Maintain general safety precautions in the store area.
4. Assist traffic control in regulating traffic.

POST #32 3rd Deck, portside, Troop Exchange

1. Act as a security watch for the Troop Exchange.
2. Permit no troops to loiter in this area.
3. Allow no troops to line up until 5 minutes prior to opening of store
4. Permit no troops to move forward or aft into crew quarters.

POST #33 Ladderwell #5, 2nd deck to 1st Platform

1. Permit no loitering in this area during inspections.
2. Insure that ladderwell is cleared of debris and will provide a safe exit in time of EMERGENCY.
3. Assist traffic control in routing traffic.
4. Allow NO ONE to tamper with the "Coke" Machine.

POST #34 Small Troop Recreation Room, 4-146-2-L

1. Maintain proper order in this area.
2. Prior to daily inspection at 1000 hours keep all troops out of this area except on cleaning areas.
3. Allow NO ONE to remove or damage any government property.
4. Clear area at 2230 hours.
5. Keep troops from congesting library area.
6. Prevent gambling in area.
7. Allow NO ONE to tamper with "Coke" Machine.

POST #35 Large Troop Recreation Room 4-146-1-L

1. During divine services clear area of all troops except those in attendance.
2. Clear area at 2230.
3. This area OFF LIMITS to 1300 daily.
4. Allow NO SMOKING during movies.

USNS GENERAL JOHN POPE (T-AP 110)

TROOP STANDARD PLAN OF THE DAY *

0030: Relieve the watch (Guards, CQ's, Orderlies, etc.)

0330: Relieve the watch (Guards, CQ's, Orderlies, etc.)

0445: Reveille for KP's. Muster all KP's.

0530: Reveille for all troops. Muster all troops. Compartment Commanders turn in troop muster reports to Troop Office. Breakfast for KP's and Guards.

0600: Breakfast for troops.

0615: Relieve the watch (Guards, CQ's, Orderlies, etc.)

0730: Screening by Troop Corpsmen for sick call in small recreation room.

0800: Turn to. Make all preparations for morning inspection.

0800-1000: Sick Call in Troop Examining Room.

0900: Voyage Staff Conference in Troop Office. Troop Exchange Store open. Game issue room open.

0930: Catholic Rosary in Ship's Chapel.

1000: Inspection of all troop spaces.

1000: Troop Barber Shop opens.

1015: Protestant Church Service in Ship's Chapel.

1100: Lunch for KP's, Guards, CQ's, Orderlies, etc. Sweep down all decks. Dump all trash.

1125: Secure from ship's work.

1130: Lunch for troops. Relieve the watch (Guard, CQ, Orderlies, etc.)

1300: Turn to. Sweep down all decks. Continue ship's work. Exchange Store open. Library open. First movie in Troop recreation Room.

1500: Second movie in Troop Recreation Room. Sweep down all decks. Dump all trash.

1530: Dinner for KP's, Guards, CQ's, Orderlies, etc.)

1555: Secure from ship's work.

1600: Dinner for troops.

1615: Relieve the watch (Guards, CQ's, Orderlies, etc.)

1700: Third movie in Troop Recreation Room. Sweep down all decks. Dump all trash.

1900: Fourth movie in Troop Recreation Room. Special Services Events - tournaments, Bingo, and/or entertainment in Troop Mess Hall. Library open. Sweep down all decks. Dump all trash.

2030: Relieve the watch (Guards, CQ's, Orderlies, etc.)

2100: Sweep down all decks. Dump all trash.

2200: Safety Inspection of all troop spaces.

2230: Troops return to assigned berthing areas.

2300: Taps. Lights out. All hands turn in. Keep silence throughout the ship. The smoking lamp is out in all spaces.

* May be adjusted as required by the Senior Unit Commander.

APPENDIX F

MUSTER SHEETCabin Class

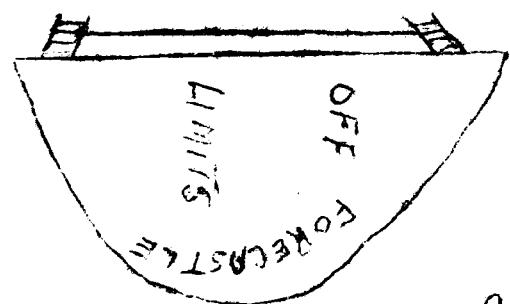
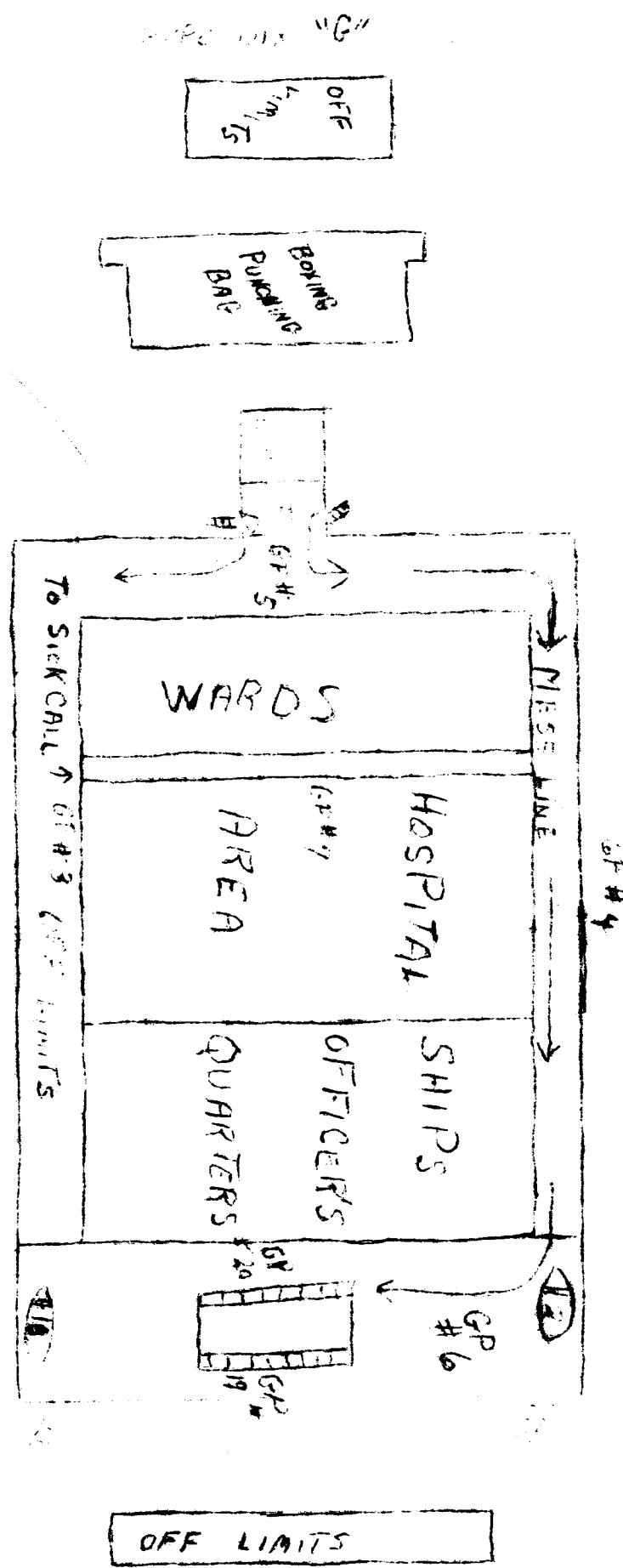
Name

Date

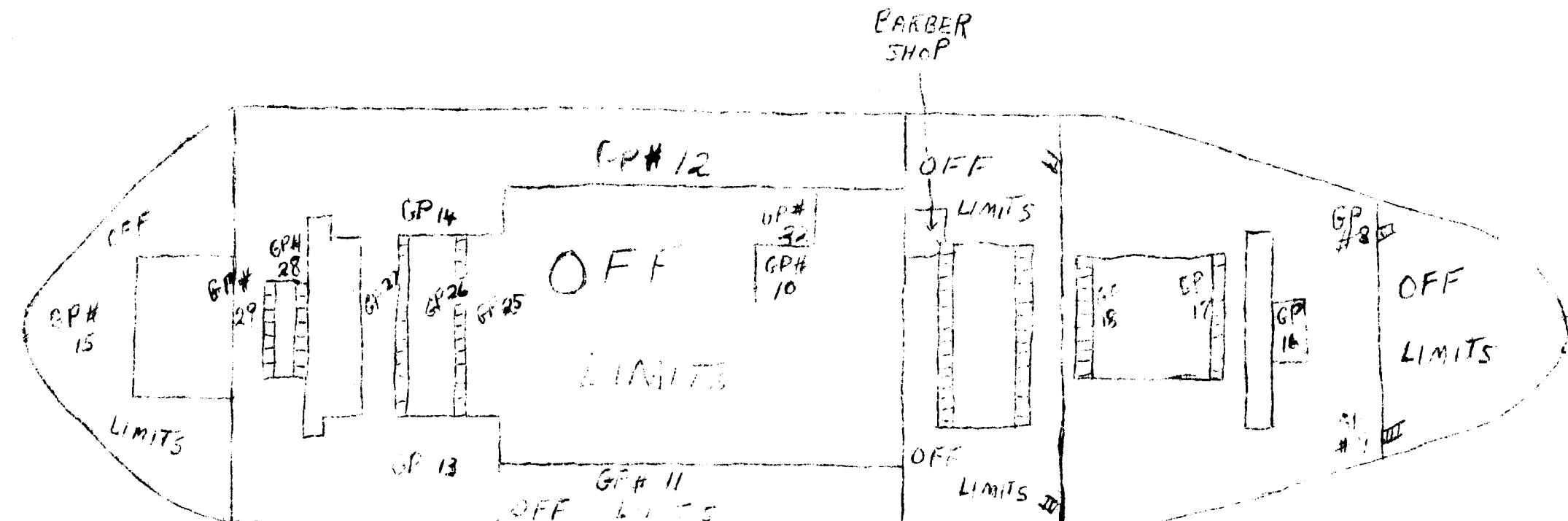
Debark

Cabin Number by
deck

01 DECK

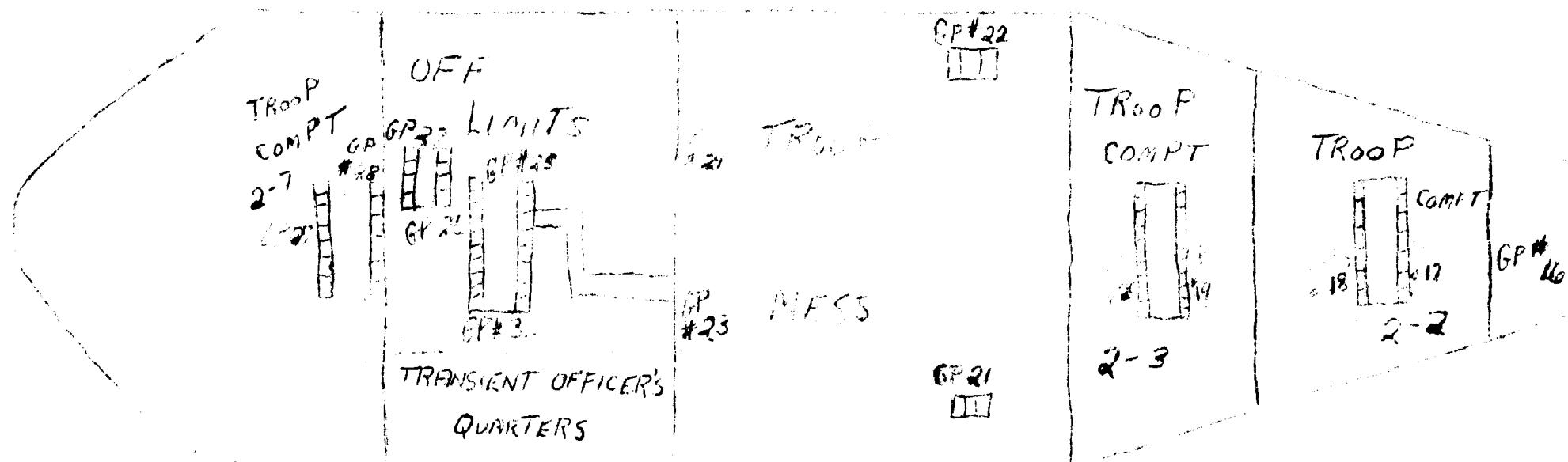


MAIN DECK

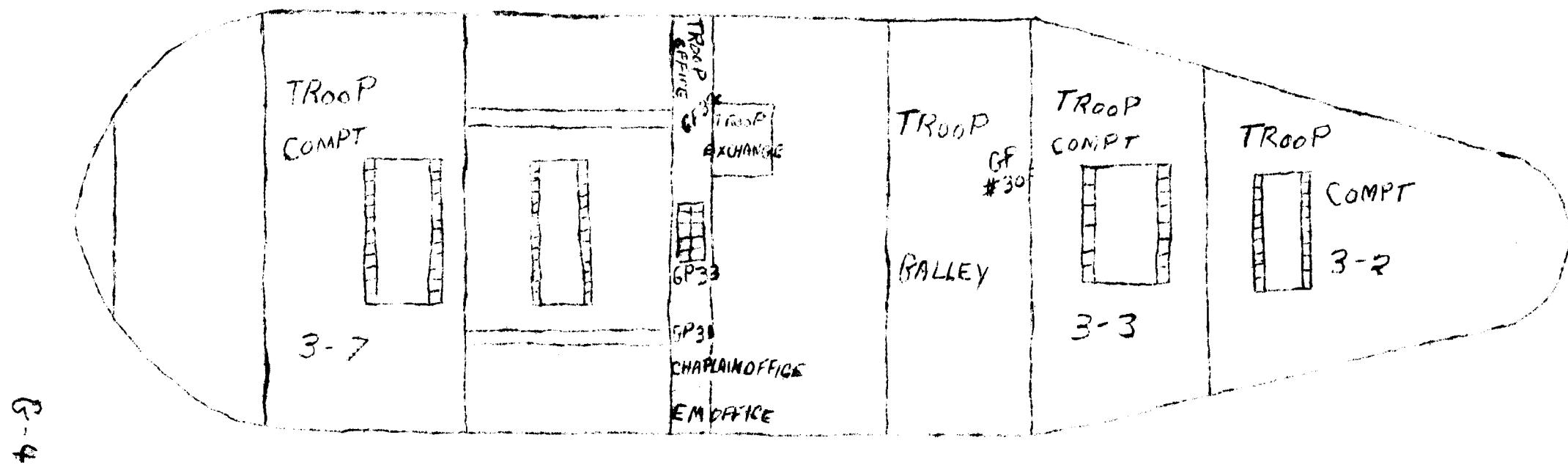


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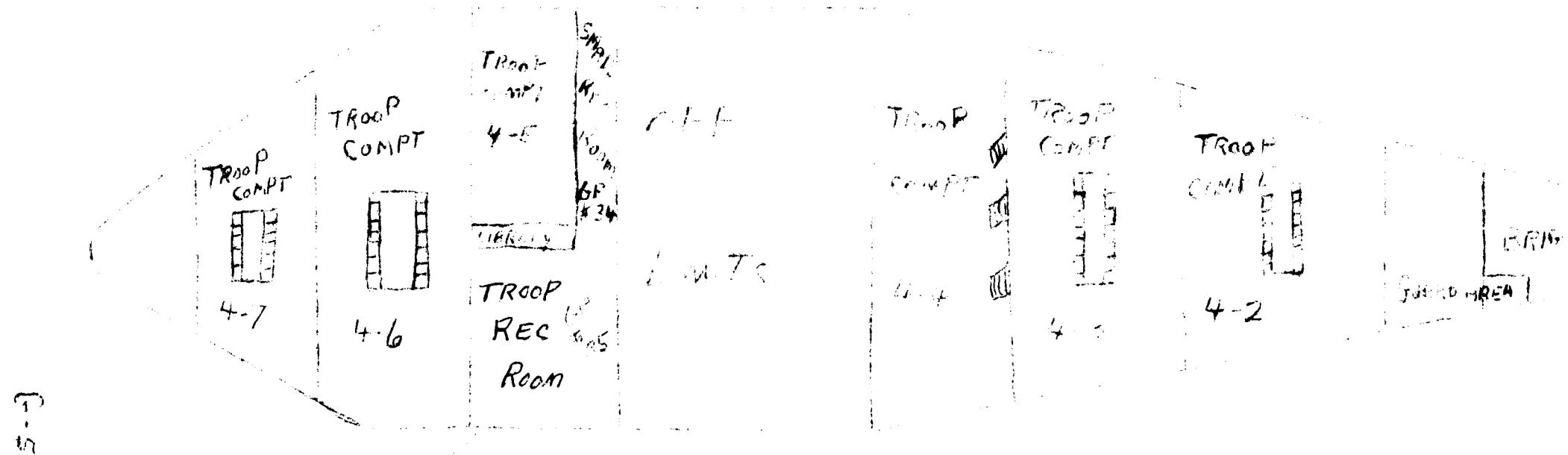
2ND DECK



3RD DECK



4TH DECK



Ship's Regulations1. ALCOHOLIC BEVERAGES

The introduction, possession or use of alcoholic liquors for beverage purposes by any person on board MSTs ships is prohibited except:

- a. As authorized for medical purposes.
- b. As cargo properly sponsored and manifested by a shipper service.
- c. As authorized by Article 1269, U.S. Navy Regulations, subject to the following restrictions:

(1) Cabin class passengers destined for the CONUS are authorized to bring on board, for personal use ashore, not more than one U.S. wine quart of alcoholic liquor. Family units, accompanied or unaccompanied by the principal or sponsor, are limited to not more than 1 U.S. wine quart per family unit.

(2) Troop class passengers are not authorized to bring alcoholic liquor on board MSTs ships.

(3) Navy and/or civilian marine personnel assigned to MSTs ships are authorized to bring on board, for personal use ashore, not more than one U.S. wine quart of alcoholic liquor during each return voyage from a foreign port.

(4) The only exception to the above is that, when returning from the Virgin Islands, American Samoa or Guam, one gallon of alcoholic liquor may be brought on board.

(5) The person who brings alcoholic liquor on board shall file with the commanding officer/master a statement of the quantity and kind of alcoholic liquor brought on board by him, together with his certification that its importation will be in compliance with customs and internal revenue laws and regulations and applicable state or local laws at the place of debarkation.

(6) The person who brings alcoholic liquor on board will waive all claims against the Government for loss or breakage.

(7) Alcoholic liquors will be delivered to the custody of the commanding officer/master immediately upon embarkation, in sealed packages, securely packed and properly marked.

(8) Alcoholic liquor will be securely stored throughout the voyage and returned to individuals at the time of debarkation.

d. Transportation of alcoholic liquor for personal use ashore is also authorized from the CONUS or between ports outside the CONUS, subject to the above restrictions and provided that the individual complies with customs regulations at the foreign port of entry.

e. The foregoing is intended to provide practical limitations on the amount of alcoholic liquors individuals may bring aboard ship for personal use ashore. It does not ensure the importation of alcoholic liquors tax and duty free. Supplemental instructions concerning the collection, stowage and distribution of alcoholic liquors brought aboard ships by individuals will be promulgated by cognizant MSTs administrative commanders.

2. NARCOTICS AND NARCOTICS SUSPECTS

The introduction, possession, or use of narcotics or marijuana, or substances containing narcotics, or instruments which are used to administer, dispense or carry narcotics, except for authorized medical purposes or when transported as protected cargo properly manifested and securely stowed, is prohibited aboard MSTs ships by Article 1270, U.S. Navy Regulations. In addition, civilian marine personnel are subject to the provisions of Public Law 500, 83rd Congress (46 U.S. Code 239b) which specifically states that an original seaman's document may be denied to any applicant who, within ten years prior to the date of the application, has been convicted of a violation of the narcotic drug laws of the United States or of any state or territory; or, any applicant, who, unless he furnished satisfactory evidence that he is cured, has been a user or addicted to the use of a narcotic drug. The law also provides for a seaman's document to be revoked if the seaman, subsequent to 15 July 1954, is convicted of a violation of the narcotic drug laws of the United States or any state or territory.

a. Commanding officers/masters will take every possible precaution, including but not limited to the following, to prevent the smuggling of narcotics aboard ship:

- (1) Prohibit foreign merchants from conducting sales of any nature to personnel aboard ship.
- (2) Inspect all packages brought aboard at foreign ports.
- (3) Post conspicuously, and bring frequently to the attention of all personnel, appropriate regulations.
- (4) Conduct periodic ~~surprise~~ searches throughout the ship, especially after leaving a foreign port.

b. Appropriate disciplinary action will be taken against crew violators. Any passenger having narcotics in his possession, without proper authority, will be placed under arrest or such restraint as is deemed appropriate until he can be delivered to United States Federal authorities at the port of debarkation.

c. Unauthorized narcotics or instruments discovered aboard ship will be confiscated, marked for positive identification by witnesses, sealed and securely stored until turned over to proper authority. Containers of narcotics or instruments confiscated will be handled carefully to prevent marring of any finger prints.

d. Section 184a of Title 21, U. S. Code as amended, is quoted for information: (a) Whoever brings on board, or has in his possession or control on board any vessel of the United States, while engaged on a foreign voyage, any narcotic drug not constituting a part of the cargo entered in the manifest or part of the ship stores, shall be imprisoned not less than five or more than twenty years, and in addition, may be fined not more than \$20,000. For a second or subsequent offense (as determined under section 7237 (c) of the Internal Revenue Code of 1954), the offender shall be imprisoned not less than ten or more than forty years and, in addition, may be fined not more than \$20,000. For provisions relating to sentencing, probation, etc., See section 7237 (d) of the Internal Revenue Code 1954.

3. TIPPING

Solicitation of tips by crew members is prohibited. COMSTS policy is to render the best service possible to embarked passengers within available facilities aboard MSTS ships without necessitating the payment of gratuities therefor. Commanding officers/masters will assure maximum dissemination of this policy to assigned personnel and embarked passengers.

4. CONCESSIONS:

The conduct of any business in competition with the ship's store or MSTS exchange location, or solicitation of orders by crew personnel for merchandise of any nature and/or services aboard MSTS ships is prohibited. The commanding officer/master will ensure that all personnel are cognizant of this prohibition.

5. SMUGGLING:

There are heavy criminal penalties attached to smuggling and black-market activities at cutports and in U. S. ports. Heavy fines may be levied against individuals and the resultant adverse publicity would bring discredit upon the Navy and MSTS. The commanding officer/master will establish and vigorously enforce positive measures to prevent the involvement of crew members in smuggling and black-marketeering. Disciplinary action will be taken against any crew member engaging in smuggling or black-market activities.

6. GAMBLING:

Gambling is prohibited aboard MSTS ships. The commanding officer/master shall ensure that regulations prohibiting gambling are posted conspicuously and shall take necessary lawful action to enforce compliance therewith by all personnel aboard. Funds seized in a gambling raid will be taken up by the disbursing officer/purser and credited to Treasury Account 171060, Forfeitures of Unclaimed Money and Property, in accordance with the NIF Handbook for MSTS.

7. PERSONAL WEAPONS

The unauthorized possession by any person aboard ship of a dangerous weapon is a criminal offense covered by Title 18, U. S. Code, Section 227 or,

if the weapon is a switch-blade knife, by USC 1243. Unauthorized weapons of passengers, unless voluntarily turned in by their owners, will be confiscated when discovered on board. Confiscated articles of passengers will be tagged with the names of owners and, when not required as evidence in connection with an unlawful act, turned over to the cognizant shipper service at the end of the voyage with request that appropriate disciplinary action be taken against individuals. In the case of civilian crew members, confiscated articles will be turned in to the cognizant MSTS commander with a report to assure that appropriate punitive action is taken.

a. Allowances of small arms and ammunition are provided for emergency purposes. Personnel responsible for the custody, maintenance, and use of small arms will be trained adequately in safety precautions and firing procedures.

b. The firing of weapons on board ships is prohibited when passengers are embarked, except in case of attempted robbery or for other warranted reason. The practice firing of small arms, during training exercises, is authorized provided passengers are not carried.

c. Weapons authorized to be in the possession of persons on board shall at all times be free of ammunition except as specifically authorized by the Commanding officer/master.

d. The commanding officer/master shall take appropriate action to ensure that all persons on board are aware of and comply with this regulation.

8. MASCOTS

Only with the express authority of the commanding officer/master may animal mascots be kept by assigned personnel aboard MSTS ships.

9. DRILLS INVOLVING PASSENGERS

The first drills conducted which involve passenger participation (fire collision, ABC defense, abandon ship, and others), shall always be announced in advance and the purposes and procedures carefully explained. These drills shall be conducted slowly so that each person thoroughly learns his part.

a. Announcing Drills. In announcing drills being conducted, the phrase "This is a drill" shall be used to avoid unnecessarily alarming passengers. When all necessary indoctrination drills have been properly conducted to the satisfaction of the master, there should be no forewarning of further drills, which should be conducted as expeditiously as is safely feasible.

b. Safeguarding Passengers. Depending upon the type of drill, special precautions shall be taken to safeguard passengers who, not being accustomed to ships, are subject to injury by automatic fire screen door closure, being trapped in closed spaces, or handling ship ports and heavy-dogged weather doors.

c. General Instructions for Drills. The following general instructions shall govern the conduct of drills:

(1) Emergency fire and abandon ship drills are segments of the overall damage control program. They may be conducted individually or as a part of and in conjunction with other damage control drills. Drills shall include rescue procedures and use of all rescue apparatus.

(2) All drills shall be made as realistic as possible and conducted as though an emergency actually existed. However, unnecessary hurry, rush, running and excitement, which might result in confusion and accidents, shall be avoided.

(3) Whenever possible, safety of the ship permitting, casualties will be simulated during drills.

(4) Whenever necessary to improve proficiency in drills, crew members shall be mustered either before or after drills and given appropriate instructions or practice.

(5) Drills shall be used as an opportunity to check on and improve readiness of crews and of emergency equipment under realistic conditions.

10. EMERGENCY, FIRE AND ABANDON SHIP DRILLS

The master shall conduct fire and abandon ship drills at least once in every week. Presailing and post-sailing drills prescribed below will meet this requirement:

a. Presailing Drills. When the voyage or voyage leg is to exceed one week in duration and passengers are to be carried, the master shall hold a presailing fire and abandon ship (boat) drill of the crew before the ship leaves port.

b. Post-sailing Drills. A post-sailing fire and abandon ship (boat) drill for indoctrination of passengers shall be held within 24 hours after departure from each port at which passengers have embarked. A regular fire and boat drill shall be held at least once each week thereafter.

c. Fire Drills. The following instructions will be observed in the conduct of emergency fire drills:

(1) All hands shall report to their assigned emergency stations and shall carry out their duties as specified in the station bill.

(2) Drills shall be scheduled to include below-deck areas in which fires are most likely to occur, i.e., paint and lamp lockers, galleys, storerooms, and machinery spaces. Smoke pots shall be used periodically for realism.

(3) All hand and power-operated watertight doors shall be closed.

(4) All fire screen doors shall be closed.

(5) Fire pumps shall be started and a sufficient number of outlets used to check the proper working order of the system. In addition, emergency fire pumps, when installed, shall also be operated under load for not less than 15 minutes during each drill. The diesel pumps and associated equipment will be inspected prior to, during, and after completion of each drill.

(6) Emergency diesel generators shall be operated under full load for not less than 5 minutes during each drill.

(7) All ventilation systems will be secured, including closing of air ports, securing vent covers, closing manual dampers, and all other ventilation closures. Where ventilation blowers must be reset individually only one zone will be secured during each drill, rotating the zones so that practice in securing all zones is provided.

(8) Scuppers, sanitary and other discharges which lead through the hull below the bulkhead deck, shall be closed.

(9) During each drill, damage control, rescue and safety equipment shall be brought from the damage control repair lockers and repair party personnel shall demonstrate their ability to use this equipment properly.

(10) Officers in charge of each zone area and damage control repair parties shall have a list of assigned crew members and shall assure that they are proficient in their emergency duties.

(11) Passengers shall be instructed to dress adequately, don and properly adjust lifejackets, and remain in their quarters until otherwise directed. Generally, passengers shall participate only in abandon ship drills. Steward department personnel shall be trained to instruct and direct passengers efficiently and courteously.

d. Abandon Ship Drills. The following instructions shall be observed in the conduct of abandon ship (boat) drills:

(1) Weather permitting, all lifesaving equipment shall be prepared for use.

(2) Boats shall be cleared away and swung out.

(3) Covers and strongbacks shall be removed. (Normally these are not used in MSTS ships except under snow and ice conditions.)

(4) Boat drains shall be closed.

(5) Embarkation ladders shall be secured in position.

(6) Sea painters shall be carried forward and tended to provide a good lead to hold the boats in position under the davits when in the water.

(7) Frapping lines shall be passed and tended. (Authorized frapping lines are equipped with shackles or sister hooks to prevent chaffing.)

(8) All gripes, lashings, pendants, trip-hooks, releasing gear, and propulsion gear shall be examined with due precaution to avoid accidental function and safety precautions.

(9) At least once each week during drills, the motor and hand-operated propelling gear of each lifeboat shall be operated (in both ahead and astern positions) for at least 5 Minutes.

(10) During drills in port, unobstructed boats shall be lowered to the water and their crews exercised in the use of oars, in the operation of the engine, or in the hand-propelling gear. This meets the USCG requirement for exercising each member of the crew (except females) in the use of oars at least once in three months.

(11) Although all lifeboats may not be used in a particular drill either in port or underway, the master shall ensure that each lifeboat is given occasional use (waterborne at least once in three months) to ascertain that gear is in good order and the crew is properly drilled.

(12) Each boat commander shall have a list of his crew and shall see that they are proficient in their duties.

(13) Passengers shall be instructed to dress adequately, don and properly adjust lifejackets, and report to their abandon ship stations during these drills.

(14) Standard commands, terminology, and procedures, specified in the MSTS Lifeboat Training Guide, shall be observed throughout.

11. STOWAWAYS

The commanding officer/master is responsible to ensure that every possible security measure is enforced to prevent the entry of a stowaway into the ship. A systematic and thorough search of the entire ship for stowaways shall be made prior to departure from every foreign port.

a. If a stowaway is discovered after the ship has put to sea and return of such individual can be effected without undue delay in schedule by debarbation into a small boat alongside, a message request for boat assistance will be made to appropriate port authorities.

b. If a stowaway is discovered after the ship has put to sea and it is impracticable to comply with a. above, every effort shall be made to return the individual to the port where illegal entry into the ship is considered to have been effected or to any other port of that country. In this connection, MSTS Ships will accept transfer of a stowaway from another MSTS ship to expedite return.

c. If return of a stowaway cannot be accomplished in accordance with a. and b. above, every effort will be made to debar such individual at the first port of call, consistent with the laws applicable to stowaways at that particular port.

d. A stowaway discovered aboard ship shall be placed under such custody and surveillance as required to ensure delivery to proper authorities. His nationality shall be determined and an affidavit, indicating the port where the individual is known to have stowed aboard, shall be prepared for delivery with the individual to proper authorities.

e. When a stowaway is discovered aboard, a message report shall be sent with information copies to the MSTS command at the port where the individual is known to have stowed aboard and the MSTS commander of the area in which the ship is operating.

f. If a stowaway is a member of the armed forces of the United States, he shall be delivered to proper military authorities ashore at the earliest opportunity.

g. The commanding officer/master lacks jurisdiction, in the absence of an empowering treaty, to apprehend a stowaway who escapes from MSTS custody in a foreign port. In the event a stowaway should escape, cognizant local authorities shall be notified immediately.

12. INSPECTION OF PASSENGER SPACES

It is a responsibility of the commanding officer/COMILDEPT to inspect, and assure the readiness of, all passenger spaces prior to embarkation. When passengers are embarked, the commanding officer/COMILDEPT shall assure that daily inspections are made of all spaces occupied by or assigned for the use of passengers.

a. While inspections of staterooms of cabin class passengers should be accomplished so as not to inconvenience occupants, it is imperative that the well-being of individuals in these spaces be ascertained each day. Failure of a cabin class passenger to appear for meals should be investigated immediately.

b. A daily inspection of troop spaces shall be conducted by the SUC. The commanding officer/master and COMILDEPT should designate such personnel as they deem appropriate to accompany the inspection party of the SUC.

c. In the interest of maintaining high standards of orderliness, cleanliness, and the elimination of fire hazards, voyage staff officers shall be required to conduct additional informal daily (including Sunday) inspections of troop spaces as are deemed appropriate. Conditions requiring corrective action should be reported immediately.

13. SANITARY INSPECTIONS

The ship's medical officer, accompanied by such personnel as are designated by the commanding officer/master and COMILDEPT, shall conduct daily sanitary inspections of the ship. Immediate action shall be taken to correct unsanitary conditions.

14. CUSTOMS

The commanding officer/master shall assist any proper examination by a customs officer of the United States aboard his ship. He shall not permit a foreign customs officer to make any examination on board.

a. Declaration and Entry of Crew Member for Imported Articles. Each crew member (military and civilian) will prepare a declaration (Customs Form 5123) for submission to the boarding U.S. Customs official at the port of entry upon arrival from foreign ports. Completed forms will be attached to the original of the Crew Purchase List.

b. Crew Purchase List of Articles Acquired in Foreign Countries. This list, which is a summarization of Customs Form(s) 5123 referred to above, must be prepared and submitted by the commanding officer/master to the U.S. Customs official at the port of entry upon arrival of a ship from foreign ports. All articles acquired in foreign countries by all members of the crew shall be listed. Articles listed should be segregated until formally passed by the boarding customs official. If there are no articles to be listed, the statement "Nothing to Declare" will suffice. One copy of Form 5123 for each crew member will be attached to the original copy of this list.

c. Declaration and Entry for Personal Baggage and Household Effects. For customs purposes, passengers (military and civilian) are divided into two main categories, i.e., those in the service of the United States and those not in the service of the United States.

(1) Army, Navy, and Air Force (military and civilian) personnel who return to the United States from overseas posts or stations under competent orders and members of their families who have resided with them at the overseas post or station are in the service of the United States.

(2) Red Cross workers, contract workers, and retired military personnel are not in the service of the United States.

(3) Under Public Law 126, 84th Congress, and the Customs Regulations issued thereunder, accompanied and unaccompanied baggage and household goods of personnel in the service of the United States may, subject to certain limitations and overseas inspection and documentation by "Inspecting Officers", be allowed duty and tax free entry into the United States. When an overseas "Inspecting Officer" certifies on DD Form 1252 (Owner's U. S. Customs Declaration and Entry and Inspecting Officer's Certificate) that accompanied or unaccompanied cabin or troop class baggage or household effects contain no prohibited or restricted articles, or articles in excess of quantities entitled to duty free entry under Public Law 126, and containers bear properly executed labels or tags DD Form 1253 (Customs Inspection of Household Goods and Personal Property Sticker) and DD Form 1253-1 (Customs Inspection of Household Goods and Personal Property Tag), such baggage or household goods will usually be passed at the U.S. port of entry without further inspection by the U.S. Customs or other U.S. Government agencies.

(4) In the event that baggage of personnel in the service of the United States is not pre-inspected abroad, Customs Form 6061 must be filed. The head of the family may file one completed Customs Form 6061 for the entire family.

(5) Since accompanied and unaccompanied baggage and household goods of personnel not in the service are not subject to the pre-embarkation inspection procedures, Customs Form 6063 must, in all cases, be filed by these personnel.

(6) Completed Customs Forms 6061, 6063, or DD Form 1252 will be given to the customs official who boards the ship. Each person or family unit shown on the passenger list shall be covered by one of these forms, as appropriate. Forms should be arranged in the same order as the names appear on the passenger list.

15. IMMIGRATION FORM I-94

Immigration will accept from each civilian passenger, citizen or alien, completed copies of Form I-94 to serve as a manifest. Citizen passengers need complete only the first four (4) lines of Form I-94. Alien passengers are required to complete the additional five (5) lines.

16. FRATERNIZATION between passengers and crew is prohibited.

17. GAME ISSUE ROOM

Location: Small Troop Recreation Room
Hours: 0900-1100

18. MOVIES: Hours of showings:

Ship's Officers: 1800 & 2000
Ship's Crew: 1800 & 2000
Military Dept: 1930
Cabin Class: 1800 & 2000 2000
Troop Class: 1300, 1500, 1700 and 1900

19. EXCHANGE LOCATION HOURS OF OPERATION:

CABIN STORE: Monday thru Saturday: 0900-1130 & 1300-1600
Sundays & Holidays: 1300-1500 1400
CLOSED AT ALL TIMES WHILE IN PORT

The Cabin Store is for all Cabin Class passengers, civilian crew members, and the Military Department assigned to this vessel.

TROOP STORE: Monday thru Saturday: 0900-1130 & 1300-1600
Sunday & Holidays: 1300-1500 1400
CLOSED AT ALL TIMES WHILE IN PORT

BARBER SHOP: Hours of operation will be as directed by the Troop Sergeant Major and will be published in the Plan of the Day.

VENDING MACHINES: Normally will be in operation 24 hours a day. Any machine out of order should be reported to the exchange location operator. Anyone caught tampering with vending machines will be subject to disciplinary action.

20. MEDICAL & SICK CALL

Troop Screening: 0730 - by Troop Corpsmen in Small Recreation Room.

Troop Sick Call: 0800-1000 in Troop Examining Room.

Crew, MilDept, Cabin Passengers Sick Call: 0900-1000 in Crew Examining Room.

Sick Call will be held at these times only every day the ship is underway, with the exception of Sundays, and days leaving or entering port. Emergencies will be seen anytime.

21. LIBRARY: Located in Small Troop Recreation Room.
HOURS: 1100 - 2000

APPENDIX I
GLOSSARY OF NAUTICAL TERMS

ADRIFT	Loose, not secured to a stationary object
AFT-AFTER	To the rear, or rear of the ship
PASSAGEMAN	Hall
ATHWARTSHIPS	Crosswise of ship
BEAM	Over all width of ship
BO'OM	Front of ship
BRIG	Ship's prison
BULKHEAD	Wall or partition
BULWARK	Solid fence-like barrier along edges of weather deck
COAMING	Raised partition to keep out water
DECK	Floor
FANTAIL	Rear end of the ship
FORE-FORWARD	Front of the ship or to the front
GALLEY	Kitchen
GANGWAY	Portable walkway from the ship to the pier, also given as an order: "clear the way"
HEAD	Latrine, toilet
HOUSING	Outer walls of the ship's superstructure
LADDER	Stairs, stairway
OVERHEAD	Ceiling
PART	Left side of ship looking forward
REEFER	Refrigerator
SCULLERY	Room or place for washing mess equipment
SCUTTLEBUTT	Drinking fountain, rumor
SICK BAY	Ship's hospital
SKIN	Hull of ship
STARBOARD	Right side of ship looking forward
STERN	Rear of ship

TROOP AREA CLEANING BILLSuggested System for Cleaning Compartments

1. Clean all vents & exhaust blower screens.
2. A clean sweep down (under lockers and all corners, check overhead for candy wrappers, magazines, etc.)
3. Wash bulkheads, letting water run onto decks ~~and then waxed and buffed~~.
4. Scrub decks as per instructions.
5. Clean and polish any and all brass or stainless steel fittings (except fire-fighting equipment).
6. Have trash cans emptied and ready for inspection.
7. Return all cleaning equipment to designated gear lockers. *prior to 1000 inspection*
8. Keep all hands clear and stand-by for inspection.

Suggested System for Cleaning Latrines

1. A clean sweep down.
2. Wash all bulkheads & shower stalls, letting water run onto decks.
3. Wash toilet bowls inside and out, also toilet bowl seats, (underside and top using rubber gloves).
4. Clean urinals as per instructions.
5. Scrub decks as per instructions.
6. Replenish toilet paper.
7. Return cleaning equipment to designated gear lockers.
8. Stand-by for inspection.

Suggested System for Cleaning Ladderwells

1. A clean sweep down (including behind stair case).
2. Empty and wash all trash cans.
3. Start from top ladderwell and work down. Wash or scrub bulkheads as needed.
4. Wash staircase and surrounding areas as per instruction.
5. Mop-up, using clean water.
6. Return cleaning equipment to designated area.

DETAILED CLEANING INSTRUCTIONSI All Troop Berthing Spaces shall be cleaned in the following manner:

Vents - A foxtail brush is provided in the list of cleaning equipment and should be used for maximum cleaning. If these vents accumulate dirt, less air will be provided, thus causing excess heat and stuffiness to exist.

Compt - These are magnasite (similar to cement) and are red in color.
 Decks These decks must be scrubbed, using liquid detergent in the scrub water, ~~and then waxed and buffed~~. Excess water and streaks can be removed with clean mops.

Compt Bulkheads - The bulkheads are to be washed daily with hot soapy water and rinsed off with clear water. Stubborn stains can be taken off with scouring powder. All brass fittings or stainless steel fittings, including water fountain should have a daily cleaning, using metal polish provided.

Fire Fighting Equip. - Do not use anything but a hand wire brush for cleaning of fittings on this equipment.

II All Latrines shall be cleaned in the following manner:

Decks - The white ceramic decks in the latrines should be scrubbed using stiff brushes and scouring powder. The hard-to-get area (behind commodes and in the corners) must be cleaned with rags and small brushes. Rinse thoroughly with clean water and disinfectant; use squeegees to push the excess water to the drains. If a general washdown is desired, use the black rubber hoses and connect them to the fire main system. Never use fire hoses. Remember this is salt water, and must be rinsed off afterwards with fresh water. The final step is to thoroughly dry the decks with clean mops.

Urinals - These are made of stainless steel. The method of cleaning is simple.

1. Turn off water.
2. Use wire brush to remove verdigris (salt water accumulation on the brass pipe fittings furnishing water) and other accumulation inside of urinal.

Toilet Bowls -
1. All bowls are to be cleaned with toilet bowl cleaner which is provided in the list of cleaning equipment for latrines; a bowl brush will also be provided.
2. Toilet bowl seats will be scrubbed daily with hot soapy water. The man detailed to this cleaning shall wear rubber gloves.

Wash Basins -
1. All wash basins should be washed with hot soapy water and rinsed with clear water. Wipe dry with a clean cloth.

Shower Stalls -
1. Shower stalls surrounding bulkheads and decks shall be washed as per instructions for latrine decks.

III Ladderwells and Passageways: All troop ladderwells and passageways shall be cleaned in the following manner.

Decks - These are magnesite (similar to cement) and are red in color. These decks must be scrubbed, using liquid detergent in the scrub water, and then waxed and buffed. Excess water and streaks can be removed with clean mops.

Bulk-heads - Ladderwells and surrounding bulkheads and steel decks are to be cleaned as per instructions in compartment cleaning, with the exception of the staircases, which are cleaned with HAND SCRUB BRUSHES, hot water and detergent.

IV Miscellaneous.

Trash - Scrub after emptying, using soap. Cans will be emptied in and GI the garbage chute on the fantail and scrubbed out prior to Cans returning to proper places.

Water - Use fresh water only for cleaning purposes. Salt water will not thoroughly dissolve the various materials used.

Care of - All swabs will be turned into the main gear lockers (2-3 and Mops 2-7) prior to the 1000 inspection. The swab detail (NCO and (Swabs) 6 men) will pick up swabs from the gear lockers daily and take them to the fantail where they will be washed over the side and excess water wrung out. Swabs will be spun out on the deck to dry prior to being returned to the cleaning gear lockers. The CMAA will instruct the NCO in charge as to detailed procedures.