

PROCEDURES FOR CONDUCTING FORMAL ADMINISTRATIVE INSPECTIONS IN  
MSTSPAC USNS TRANSPORTS

1. Purpose. To determine the effectiveness with which MSTSPAC USNS transports are administered and to establish a standard procedure for the administrative inspection of civil service-manned ships in accordance with reference (a) and COMSTSINST P3120.2C.

2. General

a. Enclosure (1) of reference (a) establishes the general instructions for the conduct of formal administrative inspections.

b. Enclosure (4) to reference (a) establishes the general instructions for grading of inspections and determination of reliability competition for "Smart Ship Awards."

c. Masters and COMILDEPTS shall be thoroughly cognizant of their responsibilities as contained in COMSTSINST P3120.2C and shall be responsible for indoctrinating ship's personnel in the proper conduct of formal administrative inspections.

d. The grade assigned a ship as a result of an inspection reflects the skill and administrative abilities of the Master, COMILDEPT, and department heads.

e. The inspection reports show, as a matter of record, conditions in the ship as reported by officers and civilians of the U.S. Navy skilled in observing the various functions or conditions upon which they reported.

f. Particular emphasis will be placed on safety-at-sea, damage control, fire fighting, sanitation, safety features program, leadership ability of officers, and appearance of the crew.

3. Notification of Inspection. Inspections will be conducted in accordance with schedules established by COMSTSPAC. Notice of formal administrative inspection will be promulgated by message or letter to the ship in accordance with reference (a).

4. Inspection Procedure for USNS Ships with Military Departments. During formal administrative inspections, the Master, COMILDEPT, all department heads, all other civilian personnel of the ship, and the entire military department shall be on board.

29 July 1968

a. The formal administrative inspection will be held in two phases. Normally, one day will be allowed for each phase.

(1) Phase I. This phase will be conducted on the first day as follows:

(a) The Chief Inspector and designated departmental inspectors will normally board at about 0830.

(b) Each inspector will pair off with the cognizant head of department being inspected and conduct his inspection as required by reference (b).

(c) The Chief Inspector or his assistant will conduct a general tour of the route proposed by the Master for the Senior Member's Inspection (Phase II).

(d) The departmental inspectors will report their findings of conditions observed to the Chief Inspector prior to 1530 of the first day. This will complete Phase I.

(2) Phase II. (Normally Second Day)

(a) COMSTSPAC or his designated representative will normally arrive aboard at 0900 to conduct the personnel inspection and upper and lower deck inspection. Side boys, as prescribed by U. S. Navy Regulations, will be provided.

(b) After COMSTSPAC or senior officer is piped aboard, the side boys shall proceed and fall in with the military department for personnel inspection.

(c) Personnel inspection will be conducted, unless otherwise directed by the Chief Inspector, immediately after the introduction of ship's department heads has been completed. The crew shall be paraded on open deck areas, except during cold or inclement weather.

1. Military Department Personnel. Officers and enlisted personnel of the military department will be inspected for proper uniforms, cleanliness, and military appearance (including haircuts and shoeshines) as prescribed by U. S. Navy Regulations and U. S. Navy Uniform Regulations.

a. Unless otherwise designated, the uniform for the military department will be as follows:

Officers	Service Dress Blue
Chief Petty Officers	Service Dress Blue

29 July 1968

Waves (If applicable)                      Service Dress Blue

Enlisted Personnel below E7              Service Dress Blue

b. Upon completion of personnel inspection, military department personnel shall stand-by their assigned spaces for the general inspection of the ship.

2. Civilian Marine Personnel. Officers and non-licensed personnel of the civil-service crew will be inspected immediately after inspection of military department personnel. At this time, the ship's chief master-at-arms shall precede and guide the inspection party to the location where the civil-service crew is paraded for inspection.

a. Civilian marine personnel will be inspected for proper uniforms, insignia, cleanliness and appearance as prescribed by CMPI 594. Normally, blue uniforms will be worn by officers and crew members required to have them. All other crew members shall wear the specific uniform prescribed by CMPI 594 for their particular ratings.

b. Upon completion of personnel inspection, civilian marine personnel will be dismissed immediately to stand-by their assigned spaces for the general inspection of the ship. The chief engineer shall accompany the main inspection party so as to be available for comment on machinery and electrical equipment as may be required until dismissed by the Chief Inspector.

b. Upper and Lower Deck Inspection. The upper and lower deck inspection of the ship will commence immediately after completion of the personnel inspection.

(1) COMSTSPAC and the main inspection party shall be conducted by the ship's master-at-arms along a route pre-determined by the Master and COMILDEPT to take in the following:

- (a) Bridge and weather decks.
- (b) Life floats, boats, and falls.
- (c) Cabin staterooms and toilet facilities.
- (d) Troop spaces and toilet facilities.
- (e) Military department personnel quarters and lockers.
- (f) Crew's quarters and toilet facilities.

29 July 1968

- (g) Cabin and troop galley and pantries.
- (h) Freeze and chill boxes.
- (i) Main propulsion and auxiliary machinery spaces.
- (j) Steering engine room.
- (k) Holds and storerooms.
- (l) ship's offices.

(2) Masters shall ensure that in preparing for the above inspection all stowage boxes topside, file cabinets, desk drawers, galley drawers and stowage areas, and galley wares are opened and displayed for inspection.

(3) Three hand flashlights and swatches of clean cloth or toweling will be provided by the ship for use of the main inspection party. The master-at-arms shall clear the way for the inspection party. The Master shall ensure that officers and crew conduct themselves properly at all times during the inspection.

(4) Upon completion of the general inspection, COMSTSPAC and/or the Chief Inspector may desire to confer with the Master and/or COMILDEPT in the privacy of the Master's cabin.

#### 5. Critique

a. A formal critique will be held at a time determined by the Chief Inspector, normally at the completion of COMSTSPAC's general inspection.

b. The COMILDEPT shall arrange for an appropriate public address system and lectern for use by the Chief Inspector during the critique.

c. The critique will be held in a space of sufficient size to accommodate all inspectors, ship's officers, chief petty officers, other key enlisted personnel, and key non-licensed personnel.

d. COMSTSPAC staff members of the inspection party will assemble and make oral comments on conditions observed. Ship's officers as designated by the Master or COMILDEPT may make clarifying comments upon completion of each inspector's remarks. Copies of inspector's rough notes will be given to cognizant ship's department heads for immediate corrective action. Prompt action on deficiencies shall be taken prior to the receipt of the final report.

6. Inspection Reports. The final report of the inspection will be made by the Chief Inspector, MSTSPAC or by COMSTSPAC subordinate commanders having administrative control of the ship inspected. The report will point out any sub-standard conditions which indicate inefficiency in administration and failure to comply with established policies. Corrective action will be taken and reported as directed by reference (a).

7. Coordination with Essential Operations. The inspections will be conducted to minimize interference with essential work or scheduled operations such as discharging, loading, repairs, or fueling.

8. Follow-up Inspection

a. In the event "UNSATISFACTORY" conditions are found during the formal administrative inspection, a reinspection will be held and the Master shall take immediate action as may be appropriate to prevent the recurrence of such unsatisfactory conditions.

b. Cognizant MSTSPAC staff officers will make reinspections, and report corrective action taken to the Chief Inspector.