

USNS GEN. JOHN POPE (T-AP 110)  
c/o Fleet Post Office  
San Francisco, California 96601

T-AP 110/HLH:wr  
5100  
27 May 1968

From: Master  
To: Distribution

Subj: Accident reports, timely submission of

Ref: (a) COMSTSINST 5100.17, Part 1, Chapter 3

1. Your attention is directed to the provisions of reference (a).
2. Paragraph 1-3-2c. of reference (a) is quoted:

"c. NAVEXOS 107 - Dispensary Permit. NAVEXOS 107 forms shall be prepared by the supervisor for civilian employees only, to be used as authority for medical treatment of civilian employees at any naval medical facility or ship's hospital. Forward original to the Safety Division, home port."

All crew members must have a NAVEXOS 107 for routine treatment and first aid, prepared by his department prior to reporting to ship's hospital.

In emergency cases immediate treatment will be given, the Medical Officer will notify the department head, who will have a NAVEXOS 107 prepared and delivered to the Medical Officer for completion.

3. The responsibilities of the employee and of his immediate supervisor regarding timely and proper reporting of accidents is contained in "Calendar of Accident Report Forms," on pages 1-3-4, and 1-3-5 of reference (a).

4. Department heads will ensure compliance with the referenced instruction and will disseminate the information to all employees under their respective cognizance. Any time the accident reports, listed in reference (a), cannot be submitted on time, the master will be notified of the reason for the delay.

*H. L. Heinz*  
H. L. HEINZ

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