

## DECK DEPARTMENT

Section II. CLEANLINESS AND PRESERVATION (Spaces and Equipment)		USNS POPE		REMARKS
ITEM	YES	NO		
The general condition of the following is satisfactory in every respect as to cleanliness and preservation:				
1. Ship's exterior.	✓			
2. Sides and waterlines.	✓			
3. Masts.	✓			
4. Rigging.		✓		4. MINOR: heel blocks No 6 + 7 Topping lifts, Port + Stbd in need of OVHL. R. OVHL - preservation + lubrication ✓
5. Gangways and accommodation ladders.	✓			
6. Bulkheads and bulwarks.	✓			
7. Cargo and boat booms.	✓			
8. Chocks, bitts, and cleats.	✓			
9. Cargo hatches, access hatches and doors.	✓			
10. Stairwells and ladders.	✓			
11. Deck lockers, racks, and cabinets.	✓			
12. Awnings and stanchions.	✓			
13. Lifelines and rails.	✓			
14. Ventilation cowls and screens.	✓			
15. Anchors, anchor chain, windlass, etc.	✓			
16. Mooring lines.	✓			
17. Rat guards.	✓			
18. Winches.	✓			19. MINOR: Fore + aft tow wires rusty. R. Wire brush and preserve ✓
19. Towing engines and hawsers.	✗	✓		
20. Decks, holds, lockers and storerooms.		✓		20. MINOR: Deck dept. storeroom, 3rd deck forepeak - deck rusty. R. Scale and paint ✓
21. Boats and associated equipment.	✓			
22. Drain wells, cofferdams and pipe tunnels.	✓			
23. Paint color schedule, interior and exterior is in accordance with current edition of COMSTSINST 4750.1 and 9280.3.	✓			
24. Paintwork is scrubbed to eliminate rust streaks, oil streaks, soot and excessive salt.	✓			
25. Paint is neatly applied.	✓			
26. Wires and lines are neatly stowed.	✓			
27. Rat guards and chafing gear are rigged on mooring lines.	✓			
28. Unused booms and associated rigging are cradled and properly stowed.	✓			
29. Scuppers, drains and waterways are free of dirt and trash.	✓			
30. The ship is free of Irish Pennants.	✓			
31. The ship is free of unsightly rusted or red leaded surfaces.	✓			
32. All topside gear is stowed neatly in its proper location.	✓			
33. All internal and external deck spaces, including troop spaces, are well-preserved, clean and orderly.	✓			33. MINOR: Some running rust in troop heads. R. Apply white rustoleum ✓
34. Plaques and awards are clean and shipshape.	✓			
35. Bulletin boards are neat and properly protected by plexiglass and frames where required.	✓			
Section II. CLEANLINESS AND PRESERVATION (Progress on Deficiencies)				
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).	✓			
REMARKS The deck dept. cleanliness and preservation of the Pope was outstanding. The deck dept. personnel were very interested and helpful on the inspection.				
Mark-percentage and grade assigned the Deck Department in regard to Cleanliness and Preservation:				
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE 94 70	WEIGHT FACTOR	GRADE Excellent	

## INSPECTION CHECK LIST

MSTS FORM 5041/2A (REV. 7-67)

DECK DEPARTMENT

NOTE: References to instructions are shown by basic number only.

NAME OF SHIP

USNS POPG

DATE

14 MARCH '68

## Section I. DEPARTMENT ADMINISTRATION (Publications and Records)

ITEM	YES	NO	REMARKS
The following publications are on hand and corrected to date: (COMSTSINST 5605.4 series)			
1. Rules and Regulations for Passenger Vessels (CG 256) (all passenger ships).	✓		
2. Rules and Regulations for Cargo and Miscellaneous Vessels (CG 257) (passenger and cargo vessels).	✓		
3. Load Line Regulations (CG 176) (all ships).		X	3. CG 176 DOES NOT HAVE ALL F.R. CORRECTIONS ENTERED [MINOR] R. ENTER <del>THE</del> CORRECTIONS TO THIS P.B. FROM FR 12-6-66, 1-6-67, 9-27-67
4. Rules and Regulations for Military Explosives and Hazardous Munitions (CG 108) (passenger and cargo ships).	✓		
5. Manual for lifeboatmen, Able Seamen, and Qualified Members of the Engine Department (CG 175) (all ships).	✓		
6. Laws Governing Marine Inspection (CG 227) (all ships).	✓		
7. Manual for the Safe Handling of Inflammable and Combustible Liquids (CG 174) (all ships).	✓		
8. Fire Fighting Manual for Tank Vessels (CG 329) (AOG's only).			NA
9. Rules and Regulations for Tank Vessels (CG 123) (AOG's only).			NA
10. Safety Equipment Manual (NAVEXOS P-422).	✓		
11. USCG 239 (Security of Vessels and Waterfront Facilities) NFDA #56 (Flamable Anesthetics Code).	✓		
12. MSTS Supply Instructions (NAVSANDA PUB 236).	✓		
13. Proceedings of the Merchant Marine Council (Current CG 129).	✓		
14. Lifeboat Training Guide (COMSTSINST 12410.1).			
15. MSTS Damage Control Manual (COMSTSINST 3541.5).	✓		
16. MSTS Safety Manual (COMSTSINST 5100.17).	✓		
17. Deck Plans, including berthing and cargo, indexed.			
18. Code of Federal Regulations Title 46 - shipping parts 146 to 149. (passenger and cargo ships).	✓		
The following records are properly maintained:			
19. Inspections of booms, rigging and rigging gear, to indicate material condition and safe operating limits.		X	19. (MINOR) 1ST OFFICER'S MONTHLY INSPECTION OF CARGO GEAR IS NOT BEING LOGGED. R. COMPLY WITH CG 256, PAR. 74.4710(6)
20. Data on all cargo holds to indicate the capacity and type of cargo that may be stowed therein.	✓		
21. Data on deck load facilities to include arrangements and capacities, both as to weight and cube.	✓		
22. Reports of damaged, lost or pilfered cargo.	✓		
23. Reports relative to unsatisfactory handling of cargo.	✓		
24. Required cargo documents.	✓		
25. Bridge and Engine Bell Book (MSTS Form 5211/3).	✓		
26. Ship's Hull History Card (NAVSHIPS 539).	✓		
27. Bridge-Gangway Log (MSTS Form 5211/11).	✓		
28. Ship's Deck Log (MSTS Forms 5211/6 thru 5211/9).	✓		
29. The deck log is free of any illegal erasures of entries.			
30. Ship's log entries are legibly made and corrections are initialed by watch officers.			
The following fire and abandon ship drill items are logged at proper intervals:			
31. Date and hour of drill.	✓		
32. Time length of drill.	✓		
33. Number of lifeboats swung out.	✓		
34. Length of time that motor and hand propelled lifeboats were operated.		X	34. (MINOR) THE LENGTH OF TIME THAT LIFE BOAT MOTORS & HAND PROPELLED GEAR WERE TESTING DURING ABANDON SHIP DRILLS WAS NOT LOGGED. R. COMPLY WITH CG 256, PAR 73.17-50(d)
35. Number of lengths of hose used.	✓		
36. Statement of condition of all firefighting and lifesaving equipment.	✓		
37. Operation and inspection of emergency diesel fire pumps, where installed.	✓		
The following required tests, drills and inspections are entered in the ship's log at proper intervals:			
38. Watertight door operation, including remote control mechanisms and indicators (weekly or daily depending upon duration of voyage). (Note: All passenger ships)	✓		
39. Valve and closing appliance operation (Weekly and prior to sailing). (Note: All passenger ships)	✓		
40. Loudspeaker systems (weekly). (Note: All passenger ships)	✓		
41. Steering gear, whistle and means of communication (within 12 hrs. prior to sailing).	✓		

REMINDER TO ALL OFFICERS  
FOR LOG ENTRY (R)

5/14/68



DECK DEPARTMENT

Section I. DEPARTMENT ADMINISTRATION (Publications and Records) (continued)			REMARKS
ITEM	YES	NO	
42. Drafts and load-line markings (prior to sailing).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43. Hatches and other openings (when occurring).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
44. Line-throwing appliance (quarterly test and drill in use of).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
45. Internal combustion engine-driven emergency generators under load at least two hours (monthly).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	45(MINOR) THE TWO HR MONTHLY TEST OF EMERGENCY DIESEL GENERATOR IS NOT BEING CONSISTANTLY LOGGED. R. COMPLY WITH CG 256, PAR 78.17-45(d)
46. Storage batteries for emergency lighting and power systems under emergency load (every six months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
47. Electric-power-operated lifeboat winches (quarterly).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
48. Smoke-Detecting System including actual smoke tests in holds (quarterly).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
49. Man overboard drill (monthly).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
50. Steering casualty drill (monthly for each watch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
51. Collision drill (every two weeks).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
52. Emergency lighting and power systems (weekly).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
53. Ship maneuvering (monthly).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
54. NBC defense drill (monthly).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
55. Engineering casualty drill (weekly for each watch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The following documents are on board:			
56. Certificate of Ownership.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
57. USCG Certificate of Inspection (CG 841).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
58. Deratization Certificate of Inspection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXPIRED-TO BE RENEWED WHEN SCHEDULED FOR VOYAGE
59. Admeasurement Certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
60. International Load-Line Certificate (CGAL).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
61. Panama Canal Tonnage Certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
62. Suez Canal Tonnage Certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
63. ABS Certificates of Classification of Hull and Machinery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
64. Stability Letters (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
65. Cargo Gear Register.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
66. MERINT Reporting Procedures (OPNAV 94P-3,A,B).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
67. MERINT Reporting Form (OPNAV 94P-3C).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
68. Docking Reports and Docking Plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
69. Damage Control Display Plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
70. Current berthing arrangement is in accordance with ship's berthing plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
71. Proposed changes to berthing and other plans are submitted to administrative commander.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Section I. DEPARTMENT ADMINISTRATION (Progress on Deficiencies)			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).		<input checked="" type="checkbox"/>	
REMARKS			<p>GEN COMMENTS:</p> <p>THE PREVIOUS DEFICIENCIES HAVE BEEN CORRECTED. FOUR MINOR DEFICIENCIES WERE FOUND DURING THE CURRENT INSPECTION. THREE OF THESE MINOR DEFICIENCIES WERE MISSING LOG ENTRIES.</p> <p>IT IS FELT THAT MORE CAREFUL USE OF THE TEST, DRILL, &amp; INSPECTION RECORD, MSTSAL FORM 3500/6(7-67) WOULD ELIMINATE THESE MINOR DEFICIENCIES IN THE FUTURE.</p> <p>ALSO, IN SOME INSTANCES DECK OFFICERS SHOULD BE MORE EXPEDITIOUS IN LOG ENTRIES OF REQUIRED INSPECTIONS &amp; TESTS.</p>
Mark-percentage and grade assigned the Deck Department in regard to Department Administration:			
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE
RCC			

PORS 14 MAR 68

Section IV. CARGO PROCEDURES (Loading Plan)			REMARKS
ITEM	YES	NO	
1. There is adequate coordination between MSTs loading activity and ship's officers regarding preliminary loading plan and peculiarities of ship's gear.	✓		
2. Provisions are made for master's approval of loading plan and changes thereto.	✓		
Consideration is given to the following factors in the loading plan:			
3. Stability.	✓		
4. Structural Stress.	✓		
5. List and Trim.	✓		
6. Distribution of cargo.	✓		
7. Proposed itinerary.	✓		
8. Allowance for optional discharge if diverted from itinerary when known or required.	✓		
9. Provision for increasing dead-weight lift capacity by reducing fuel and water.	✓		
Section IV. CARGO PROCEDURES (Cargo Handling)			
10. Adequate written orders concerning cargo handling and stowage have been prepared for the guidance of all deck officers.	✓		
Orders cover the following essential requirements:			
11. Booms properly rigged and topped with preventer guys and hatch-tent gantlines in accordance with customs of the port.	✓		
12. Timely removal of hatch wedges and tarpaulin by the ship's force.	✓		
13. Sets of hatch beams and pontoon bridles available at each hatch.	✓		
14. Fixed cargo lights on masts and in holds tested for operation and portable cargo lights available and ready for use.	✓		
15. Operational test of all cargo winches prior to rigging booms.	✓		
16. Assignment of responsible ship's personnel as watchmen in cargo holds, at hatches and cargo lockers when highly pilferable or special cargo is being loaded or unloaded.	✓		
17. In addition to the stationing of watchmen in cargo holds, additional safeguards, such as bars, strong-backs and locks are provided to protect U. S. Mail and other pilferable cargo.	✓		
18. Keys for pilferable cargo lockers are readily available to responsible ship's personnel.	✓		
19. Orders regarding checking and receipting for special cargo are adequate.	✓		
20. Provision is made for the inspection of cargo holds by a deck officer to ensure complete discharge and to report on the cleanliness and condition of holds to receive cargo.	✓		
Section IV. CARGO PROCEDURES (Cargo Officers)			
21. Chapters 17, 29, and 30 of BUSHIPS Manual are available to all deck officers.	✓		
22. Deck officers note changes in the stowage plan on the ship's copy concurrent with the loading plan.	✓		
23. Automotive equipment is inspected prior to acceptance to ensure that gasoline is drained from tanks and batteries are disconnected if required.	✓		
24. There is adequate coordination between ship's officers and the loading activity regarding damaged, overcarried or missing cargo.	✓		
25. Sufficient copies of necessary documents, i.e., manifests, cargo plans, hatch lists, receipts, etc., are obtained for ships use and for representatives at port of discharge.	✓		
Prior to loading and unloading, deck officers consider and compute:			
26. Whether stability will be satisfactory.	✓		
27. Whether limiting draft will be exceeded.	✓		
28. Displacement, dead weight, and mean draft.	✓		
29. Metacentric height.	✓		
Section IV. CARGO PROCEDURES (Safety Measures)			
30. Cargo-handling personnel are thoroughly familiar with proper safety precautions.	✓		
31. Winches, nets, slings, and bridles and other cargo-handling gear are inspected for safe and efficient operation.	✓		
32. Ventilators, ladders and other fittings and equipment are adequately protected against damages while cargo is being worked.	✓		
33. Personnel have knowledge of and comply with USCG regulations pertaining to explosives and other dangerous cargoes on board vessels.	✓		
34. Adequate operating instructions and safety precautions are posted at all deck machinery.	✓		

## DECK DEPARTMENT

Section IV. CARGO PROCEDURES (Readiness to Handle Cargo)			REMARKS
ITEM	YES	NO	
Prior to commencing cargo operations, action is taken to ensure that:			
35. The ship is physically able to receive and discharge cargo in all reaches of the hatches, holds, and decks.	✓		
36. Decks, ramps, ladders and gangways are free of ice and snow.	✓		
37. Jacob's ladders are rigged and ready for use by stevedores.	✓		
38. The ship is deballasted within limits of good seamanship to attain full deadweight cargo lift.	✓		
39. Customs and consular regulations (where applicable) are properly complied with.	✓		
40. There is strict compliance with inspector's or shore activity orders.	✓		
41. Gangway and cargo handling parties are ready and cognizant as to when loading is to begin.	✓		
Section IV. CARGO PROCEDURES (Stowage)			
42. Cargo is properly stowed to prevent damage and shifting.	✓		
43. Special precautions are taken with regard to the stowage of fragile and ammunition cargoes.	✓		
44. Sheathing in ammunition spaces is adequate.	✓		NA.
45. Deck cargo is properly secured and covered.	✓		
46. Heavy lift cargo that is stowed below decks is braced, chocked, and lashed properly to conform with prudent stowage for the proposed voyage.	✓		
Section IV. CARGO PROCEDURES (Petroleum Cargo) (MSTS P-105, CG 123 and CG 174)			
47. Written orders concerning the handling of petroleum cargo are adequate.	✓		
To ensure readiness of the ship to expeditiously receive and discharge petroleum cargo at agreed times, orders provide for:			
48. Ship's tanks to be in proper condition to receive the intended cargo.	✓		
49. Valves set and lined up.	✓		
50. Bulkheads tight.	✓		
51. Lines and valves not in use blinded and/or lashed closed.	✓		
52. Loading and piping systems properly isolated.	✓		
53. Pumps in proper working order.	✓		
54. Ullage hold covers in place and flame screen inserted in ullage holes.	✓		
55. Static bonding connections made.	✓		
56. Cargo stations are adequately manned during loading and unloading operations.	✓		
57. Table of longitudinal stresses, MSTS Form 3540-3, 4, 5 or 6, as applicable, is submitted each third loading (COMSTSINST 3540.3).	✓		
58. Manifolds, valves, pipelines, safety equipment, pumps, etc., are efficiently operated.	✓		
The following actions are properly carried out:			
59. "Bravo" flag flown and word passed.	✓		
60. Smoking lamp out and word passed.	✓		
61. Cargo evenly distributed to limit "Hog" or "Sag"	✓		
62. Proper "Trim" kept while loading and underway.	✓		
63. Ullage and temperature of tanks measured while loading and while underway to detect leaks within the ship or to gauge for transfers or discharge.	✓		
64. Proper attention paid to load-line regulations.	✓		
65. Proper thief sampling for water.	✓		
66. Sea valves closed, lashed and sealed.	✓		
67. Deck scuppers plugged and cemented while loading, discharging or transferring.	✓		
68. Engineer room notified before starting or stopping pumps.	✓		
69. Overboard discharges inspected for leaks.	✓		
70. Pump room(s) inspected hourly while operating.	✓		
71. Proper attention to loading or discharging rates and to safe topping off.	✓		
72. Open valves, tanks, cofferdams, hose pressure, etc., inspected while loading, discharging, or transferring.	✓		
73. Proper attention to prevent spills and proper handling of spills when they occur.	✓		
74. Proper attention to protect cargo from ballast contamination.	✓		
75. Adequate measures to ensure watertight integrity.	✓		



Section IV. CARGO PROCEDURES (Petroleum Cargo) (continued)			REMARKS	
ITEM	YES	NO		
76. Use of nonsparking tools and sparkproof flashlights.				
77. Adequate safety precautions rigidly enforced.				
78. There is a standard safety precautions check-off list.				
79. This list has been utilized for the last two loadings.				
Section IV. CARGO PROCEDURES (Records and Reports)				
80. Hull and machinery inspections and reports records are properly maintained.				
81. Records and reports of cargoes loaded, discharged, or transferred are properly maintained.				
Section IV. CARGO PROCEDURES (Cleanliness and Preservation)				
The following are maintained in clean and/or proper condition:				
82. Cargo pumps and cargo tanks.				
83. Cargo lines and valves.				
84. Safety devices.				
85. Atmospheric exhaust trunks.				
86. Expansion trunks and cargo tank access.				
87. CO <sub>2</sub> system:	(a)	CO <sub>2</sub> bottle room.		
	(b)	CO <sub>2</sub> manifold.		
The following are free from leakage and spillage:				
88. Cargo pump rooms.				
89. Cofferdams.				
90. Forepeak and forepeak tanks.				
91. Double bottoms and bilges.				
92. Tank decks.				
The following are maintained in proper condition:				
93. Hose stowage.				
94. Tank cleaning equipment.				
The following equipment is on board and in proper operating condition:				
95. Bonding cables.				
96. Fresh air masks.				
97. Water-finding paste.				
98. Copper, brass, or plastic shovels and buckets for mucking purposes.				
99. Gauging tapes and plumb bobs.				
100. Safety flashlights.				
101. Sparkproof tools.				
102. Windsails and power driven blowers.				
103. Tools for sampling.				
Section IV. CARGO PROCEDURES (Progress on Deficiencies)				
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks" below).				
REMARKS				

GEN COMMENTS:

THERE WERE NO DEFICIENCIES ON THE PREVIOUS INSPECTION & NO DEFICIENCIES WERE FOUND DURING THE CURRENT INSPECTION. DIRECTIVES ARE BEING COMPLIED WITH. COMPLETE INSTRUCTIONS FOR WATCH OFFICERS' GUIDANCE ARE READILY ACCESSIBLE.

NA

Mark-percentage and grade assigned the Deck Department in regard to Cargo Procedures:			
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE

## INSPECTION CHECK LIST

MSTS FORM 5041/2 (REV. 7-67)

## GENERAL PERSONNEL ADMINISTRATION

NOTE: References to instructions are shown by basic number only.

NAME OF SHIP

DATE

CHECK APPLICABLE DEPARTMENT

☒ Deck
 ☐ Engine
 ☐ Steward
 ☐ Purser

## Section I. PERSONNEL ADMINISTRATION (Organization)

ITEM	YES	NO
1. All work is equitably distributed within the department.	✓	
2. Written orders outline the functions and duties of personnel.	✓	
3. Personnel are familiar with these written orders.	✓	
4. Departmental orders and instructions are adequate and effective	✓	
5. Adequate internal and external security measures are in force.	✓	
6. Work is properly planned and coordinated in advance and in detail.	✓	
7. The department supervisor properly administers premium pay provisions with a view toward economical operations (CMPI 610).	✓	

## Section I. PERSONNEL ADMINISTRATION (Discipline)

8. Personnel are instructed to call the ship on absences so as not to be considered AWOL (CMPI 630).	✓	
9. Proper steps have been taken to prevent breaches of discipline (scheduling of leave in port, training sessions, discussions, notices, etc.) (CMPI 750, 630, 770).	✓	
10. The department supervisor is fully acquainted with disciplinary procedures (CMPI 750).	✓	
11. Penalties for breaches of discipline are neither excessive nor inadequate (CMPI 750).	✓	
12. Adequate investigation is made of all facts prior to taking disciplinary action (CMPI 750).	✓	
13. All disciplinary actions are taken promptly (CMPI 750).	✓	
14. Administrative practices which would likely give rise to grievances and disciplinary actions are avoided (CMPI 750, 770).	✓	
15. Discipline is administered so as to promote high morale.	✓	
16. There is strict adherence to regulations prescribed in CMPI 750.	✓	

## Section I. PERSONNEL ADMINISTRATION (Morale)

17. Personnel are properly administered so as to promote high morale.	✓	
18. The department head is always accessible to his subordinates for discussion and resolution of problems.	✓	
19. Overtime work is equitably apportioned within the department.	✓	
20. Adequate provisions are made for leave and liberty (CMPI 630).	✓	
21. Special consideration is given when required for emergency leave, draws, etc. (CMPI 630).	✓	
22. Recreational facilities and special services material are adequate.	✓	
23. The Master keeps all hands informed on matters of general information.	✓	
24. The Master makes known to all hands the basis for decisions which affect them personally (restriction to ship, etc.).	✓	
25. Equipment and furniture in the crew mess and day-room are adequate.	✓	
26. The food is wholesome and palatable.	✓	
27. Exchange hours and stocks are adequate for crew needs.	✓	

## Section I. PERSONNEL ADMINISTRATION (Incentives and Awards)

28. Personnel are encouraged to participate in the Beneficial Suggestion Program.	✓	
29. Beneficial Suggestion boxes are accessible and posters are adequate and presentable.	✓	
30. The Beneficial Suggestion Program is properly implemented.	✓	
31. There is a positive and helpful review and investigation of all suggestions.	✓	
32. Outstanding work of an employee is recognized as required.	✓	
33. Junior officers and crew members are encouraged to up-grade themselves, professionally.	✓	
34. Outstanding officers and men are recommended for promotion.	✓	
35. Personnel are familiar with the Civilian Marine Personnel Promotion Program (CMPI 340 and supplemental Instructions of the cognizant command).	✓	

(Over)

## GENERAL PERSONNEL ADMINISTRATION

Section I. PERSONNEL ADMINISTRATION (Incentives and Awards) (Continued)			REMARKS
ITEM	YES	NO	
36. The ship has submitted evaluation forms for licensed and unlicensed personnel for promotion of civilian marine personnel in accordance with CMPI 340 and local instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14 MAR 68 PERSONNEL ADMINISTRATION CONTINUES TO BE CARRIED OUT IN AN EXCELLENT MANNER DEPARTMENTAL INSTRUCTIONS ARE VERY COMPREHENSIVE
Section I. PERSONNEL ADMINISTRATION (Training)			
37. A leadership program is being conducted (COMSTSINST 5390.1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
38. An adequate on-the-job training program is in force within the Department (CMPI 410).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
39. The department head has assumed his responsibilities for the training of department personnel (CMPI 410).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
40. Safety precautions are being stressed in all job training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
41. Entry ratings are encouraged and assisted to prepare for the next higher endorsement in the department (CMPI 410).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
42. The department head has received training in small arms familiarization in accordance with COMSTSINST 12410.3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43. Department personnel are familiar with emergency signals set forth in the Standard Station Bill.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
44. The two-hour Refresher Training Course in food sanitation is being carried out semi-annually. (Steward Dept. only)	<input type="checkbox"/>	<input type="checkbox"/>	
45. The training film "Waiting on Table at Sea" is used to give job training to new waiters. (Steward Dept. only)	<input type="checkbox"/>	<input type="checkbox"/>	
46. Officers with U. S. Naval Reserve Commissions or affiliated with U. S. Naval Reserve are encouraged to participate in Navy Correspondence Courses to enhance their knowledge and professional growth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
47. All personnel have a thorough knowledge of their ship and the mission of MSTs (CMPI 410).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Section I. PERSONNEL ADMINISTRATION (Berthing Quarters)			
The general condition of the following is satisfactory with regard to berthing quarters:			
48. Ventilation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
49. Illumination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
50. Neatness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
51. Decks, bulkheads, overheads.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
52. Bunks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
53. Color scheme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
54. Heads.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
55. Furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Section I. PERSONNEL ADMINISTRATION (Publications)			
Are the following publications current and held by ship's department heads:			
56. NAVEXOS P-833.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
57. CMPI 352.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
58. CMPI 610.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
59. CMPI 750.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Section I. PERSONNEL ADMINISTRATION (Progress on Deficiencies)			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks").			
Mark-percentage and grade assigned this department in regard to Personnel Administration.			
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE
Section II. PERSONNEL APPEARANCE/BEARING			
1. Personnel present a clean, neat and alert appearance (CMPI 594).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PERSONNEL WERE NEAT & COURTEOUS
2. Uniforms of crew are in accordance with CMPI 594.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. All personnel possess Identification Cards (DD Form 489-N) in accordance with COMSTSINST 5512.1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Personnel are cooperative and courteous.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Usual courtesies of the sea are observed with regard to rank.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Official and unofficial visitors are treated with courtesy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Section II. PERSONNEL APPEARANCE/BEARING (Progress on Deficiencies)			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No", list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks").			
Mark-percentage and grade assigned this department in regard to Personnel Appearance/Bearing.			
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE



**DAMAGE CONTROL**

Section III. DAMAGE CONTROL LOCKERS and EQUIPMENT (Continued)			REMARKS
ITEM	YES	NO	
10. Portable equipment, such as extinguishers, fog applicators, foam nozzle and pick-up tubes, OBA's, eductors, submersible pumps, and shoring, is properly stowed and ready for immediate use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See General Comments
11. Semi-rigid stretcher is on board (Ship's Allowance List (Part II-S-88)).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Highline equipment allowance is complete, properly marked and and maintained ready for use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Highline padeyes are installed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Personnel decontamination stations are provided, marked, and equipped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15. Towing and salvage equipment are provided and maintained in good condition ready for use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section IV. HULL MARKINGS</b>			
1. Markings and label plates are in accordance with COMSTS Instruction 9280.3 series.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Tug warning signs posted (COMSTSINST 4750.1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section V. CHECK LISTS</b>			
1. A master check list of emergency procedures and equipment is provided at damage control central.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Each zone area officer is provided with a check-off list for his area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Each damage control locker is provided with:			
3. A check list of equipment in the lockers or stowed nearby.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. A muster list of repair party personnel listing duties and equipment responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. The ship's Damage Control Book and the MSTS Damage Control Manual are available at damage control central.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section VI. SMALL ARMS and PYROTECHNICS</b>			
1. The ship has its full allowance of small arms and pyrotechnics on board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Remarks
2. The full allowance of ammunition is on board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Weapons, clips, and spare parts are properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Locker stowage is satisfactory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Safety precautions are posted in the weapons and pyrotechnics lockers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Weapons are issued on custody cards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Lifeboats and lifefloats are equipped with pyrotechnics.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Pyrotechnics are tested periodically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section VII. TRAINING</b>			
1. A continuing shipboard damage control program of instruction and drills is conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All lifeboats are waterborne quarterly during drills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. The master copy of ship's damage control display plans is kept up-to-date by the damage control officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Lifeboat training guide is being maintained and corrected to date (COMSTSINST 12410.1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. The damage control manual (COMSTSINST 3541.5) is being maintained and corrected up-to-date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Shipboard lifeboat classes are conducted periodically for lifeboatman endorsements (COMSTSINST 12410.1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. These classes are coordinated with the shore command where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Personnel have had practical firefighting and damage control training (including refresher training) ashore.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Engine department officers aboard transports have qualified as lifeboat commanders by acquiring lifeboat endorsements and entries appear on Employee Record Cards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section VIII. PROGRESS on DEFICIENCIES</b>			
All deficiencies noted in the previous administrative inspection have been corrected. (If "No" is checked, list any remaining uncorrected deficiencies and reasons for not correcting in "Remarks").		<input checked="" type="checkbox"/>	
Mark-percentage and grade assigned the following departments in regard to damage control:			
DEPARTMENT	PHASE II	EQUIPMENT AND MARKINGS	FINAL GRADE
Deck	Excellent	Excellent	Excellent
Engine	Excellent	Excellent	Excellent
Steward	Excellent	Outstanding	Excellent
Military	Excellent	Excellent	Excellent
SIGNATURE OF INSPECTOR			

INSPECTION CHECK LIST

MSTS FORM 5041/2J (REV. 7-67)

DAMAGE CONTROL

NOTE: References to instructions are shown by basic number only.

NAME OF SHIP		DATE	
USNS POPE (T-AP 110)		14 March 1968	
Section I. ORGANIZATION		REMARKS	
ITEM	YES NO		
1. A damage control central has been established on or near the bridge.	<input checked="" type="checkbox"/>		
2. Ship's damage control plans are posted in damage control central for plotting damage.	<input checked="" type="checkbox"/>		See Remarks
3. Standard Station Bills (MSTS Forms 3541/5) are current and conspicuously posted throughout the ship.	<input checked="" type="checkbox"/>		
4. Emergency Assignment Cards (MSTS Form 3541/2) are current and posted.	<input checked="" type="checkbox"/>		
5. MSTS Atomic Attack Instructions In-port (MSTS Form 3541/4) are posted.	<input checked="" type="checkbox"/>		
6. Life Preserver Instruction Cards (MSTS Form 3131/3) are posted.	<input checked="" type="checkbox"/>		
7. Deceleration tables are posted on the bridge. (COMSTSINST P3120.2).	<input checked="" type="checkbox"/>		
8. The COMILDEPT has a compartment evacuation plan. (For passenger ships only).	<input checked="" type="checkbox"/>		
9. The Ship's Damage Control Book is being maintained correct and up-to-date in every respect.	<input checked="" type="checkbox"/>		
Section II. FITTINGS and EQUIPMENT			
The following damage control features are properly maintained, marked, and in readiness for immediate use:			
1. Lifeboats and related equipment.	<input checked="" type="checkbox"/>	See Remarks	
2. Man overboard signal markers.	<input checked="" type="checkbox"/>	See Remarks	
3. Safety helmets, lights and whistles for emergency boat crew.	<input checked="" type="checkbox"/>		
4. Watertight and fire screen doors.	<input checked="" type="checkbox"/>	See Remarks	
5.	<input type="checkbox"/>		
6. Manual dampers.	<input checked="" type="checkbox"/>		
7. Fire stations and related equipment including hose properly stowed with all-purpose nozzle attached and spanner wrenches in place.	<input checked="" type="checkbox"/>		
8. Fire extinguishers (portable) are properly tagged, monthly weight up to date, and lead seals intact.	<input checked="" type="checkbox"/>		
9. Water sprinkler system.	<input checked="" type="checkbox"/>	N.A. (by direction)	
10. CO2 smoke detecting and extinguishing system.	<input checked="" type="checkbox"/>		
11. Remote control apparatus for CO2 system.	<input checked="" type="checkbox"/>		
12. Zonite (high temperature) fire detecting system.	<input checked="" type="checkbox"/>		
13. Fire main, branch lines and cutout valves.	<input checked="" type="checkbox"/>	See Remarks	
14. Steering systems, including emergency hand steering, and changeover instructions.	<input checked="" type="checkbox"/>		
15. Vent closures and screens.	<input checked="" type="checkbox"/>	See Remarks	
16. Hatches, manholes, scuttles, and ports.	<input checked="" type="checkbox"/>		
17. Submersible pump outlets are installed.	<input checked="" type="checkbox"/>		
18. Damage control sound-powered phone jack boxes are installed.	<input checked="" type="checkbox"/>		
19. NBC hose clips are installed for the washdown countermeasure.	<input checked="" type="checkbox"/>		
20. An adequate number of exterior fire stations are installed for a satisfactory washdown countermeasure.	<input checked="" type="checkbox"/>		
Section III. DAMAGE CONTROL LOCKERS and EQUIPMENT (COMSTSINST P3120.2)			
1. Damage control lockers are properly located, marked, and equipped with the authorized allowance (PART II-S-88).	<input checked="" type="checkbox"/>	See General Comments	
2. Allowance gear is inventoried monthly.	<input checked="" type="checkbox"/>		
3. Inventory listing is posted in each locker.	<input checked="" type="checkbox"/>		
4. One damage control repair locker is accessible from the interior of the ship.	<input checked="" type="checkbox"/>		
5. An NBC locker is provided and it is accessible from the interior of the ship.	<input checked="" type="checkbox"/>		
The following radiological defense equipment is adequate and in good condition:			
6. Survey meters.	<input checked="" type="checkbox"/>	See Remarks	
7. Dosimeters.	<input checked="" type="checkbox"/>		
8. Protective masks.	<input checked="" type="checkbox"/>		
9. Protective clothing.	<input checked="" type="checkbox"/>		