

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. Towing engines and hawsers.	✗	✓		19. MINOR: Fore + aft tow wires rusty R. Wire brush and preserve
20. Decks, holds, lockers and storerooms.	✓			
21. Boats and associated equipment.	✓			20. MINOR: Deck dept. storeroom, 3rd deck Forepeak - deck rusty. R. Scale and paint
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.	✓			
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	WEIGHT FACTOR	GRADE
	94.70		Excellent

INSPECTION CHECK LIST

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

NAME OF SHIP

DECK DEPARTMENT

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

USNS POPE

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 T.R. CORRECTIONS ENTERED [MINOR]
4. Rules and Regulations for Military Explosives and Hazardous Munitions (CG 108) (passenger and cargo ships).	✓		R. ENTER ALL CORRECTIONS TO THIS PUB. FROM FR 12-6-66, 1-4-67, 9-27-67
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).	✓		NA
7. Manual for the Safe Handling of Inflammable and Combustible Liquids (CG 174) (all ships).	✓		NA
8. Fire Fighting Manual for Tank Vessels (CG 329) (AOG's only).			
9. Rules and Regulations for Tank Vessels (CG 123) (AOG's only).			
10. Safety Equipment Manual (NAVEXOS P-422).	✓		
11. USCG 239 (Security of Vessels and Waterfront Facilities) NFDA #56 (Flammable 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.
20. Data on all cargo holds to indicate the capacity and type of cargo that may be stowed therein.	✓		R. COMPLY WITH CG 256, PAR 744770(c)
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.	✓		REMINDER TO DR. OFFICERS FOR LOG ENTRY (R)
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 (NAVSHP 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 initiated 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 .
35. Number of lengths of hose used.	✓		R. COMPLY WITH CG 256, PART 3.17 -50(d)
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).	✓		

DECK DEPARTMENT

Section I. DEPARTMENT ADMINISTRATION (Publications and Records) (continued)		REMARKS	
ITEM	YES	NO	
42. Drafts and load-line markings (prior to sailing)	✓		
43. Hatches and other openings (when occurring)	✓		
44. Line-throwing appliance (quarterly test and drill in use of).	✓		
45. Internal combustion engine-driven emergency generators under load at least two hours (monthly).	X		45(MINOR) THE TWO HR MONTHLY TEST OF EMERGENCY DIESEL GENERATOR IS NOT BEING CONSISTENTLY LOADED.
46. Storage batteries for emergency lighting and power systems under emergency load (every six months).	✓		R. COMPLY WITH CO 250, PAR 78, 17-45 (d)
47. Electric-power-operated lifeboat winches (quarterly).	✓		
48. Smoke-Detecting System including actual smoke tests in holds (quarterly).	✓		
49. Man overboard drill (monthly).	✓		
50. Steering casualty drill (monthly for each watch).	✓		
51. Collision drill (every two weeks).	✓		
52. Emergency lighting and power systems (weekly).	✓		
53. Ship maneuvering (monthly).	✓		
54. NBC defense drill (monthly).	✓		
55. Engineering casualty drill (weekly for each watch).	✓		
The following documents are on board:			
56. Certificate of Ownership.	✓		
57. USCG Certificate of Inspection (CG 841).	✓		
58. Deratization Certificate of Inspection.	✓		
59. Admeasurement Certificate.	✓		
60. International Load-Line Certificate (CGAL).	✓		
61. Panama Canal Tonnage Certificate.	✓		
62. Suez Canal Tonnage Certificate.	✓		
63. ABS Certificates of Classification of Hull and Machinery.	✓		
64. Stability Letters (if applicable).	✓		
65. Cargo Gear Register.	✓		
66. MERINT Reporting Procedures (OPNAV 94P-3, A, B).	✓		
67. MERINT Reporting Form (OPNAV 94P-3C).	✓		
68. Docking Reports and Docking Plans.	✓		
69. Damage Control Display Plans.	✓		
70. Current berthing arrangement is in accordance with ship's berthing plan.	✓		
71. Proposed changes to berthing and other plans are submitted to administrative commander.	✓		
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.)		✓	
REMARKS			
<p>EXPIRED TO BE RENEWED WHEN SCHEDULED FOR VOYAGE</p> <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. IT IS FELT THAT MORE CAREFUL USE OF THE TEST, DRILL, & INSPECTION RECORD, MSTSPAL FORM 3500/6(7-67) WOULD ELIMINATE THESE MINOR DEFICIENCIES IN THE FUTURE. ALSO, IN SOME INSTANCES DECK OFFICERS SHOULD BE MORE EXPLICIT IN THE LOG ENTRIES OF REQUIRED INSPECTIONS & TESTS.</p>			
Mark-pécentage and grade assigned the Deck Department in regard to Department Administration:			
SIGNATURE OF INSPECTOR	MARK-PERCENTAGE	WEIGHT FACTOR	GRADE
RCG			

POPS 14 MAR 68

1012 LOAD PLAN 1968

Section IV. CARGO PROCEDURES (Loading Plan)

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.	✓	

REMARKS

Consideration is given to the following factors in the loading plan:

1. Proposed schedule of loading and unloading.	
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.	✓
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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 receiving 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 ship's 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.	✓

REMARKS

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.	<input checked="" type="checkbox"/>		
36. Decks, ramps, ladders and gangways are free of ice and snow.	<input checked="" type="checkbox"/>		
37. Jacob's ladders are rigged and ready for use by stevedores.	<input checked="" type="checkbox"/>		
38. The ship is deballasted within limits of good seamanship to attain full deadweight cargo lift.	<input checked="" type="checkbox"/>		
39. Customs and consular regulations (<i>where applicable</i>) are properly complied with.	<input checked="" type="checkbox"/>		
40. There is strict compliance with inspector's or shore activity orders.	<input checked="" type="checkbox"/>		
41. Gangway and cargo handling parties are ready and cognizant as to when loading is to begin.	<input checked="" type="checkbox"/>		
Section IV. CARGO PROCEDURES (Stowage)			
42. Cargo is properly stowed to prevent damage and shifting.	<input checked="" type="checkbox"/>		
43. Special precautions are taken with regard to the stowage of fragile and ammunition cargoes.	<input checked="" type="checkbox"/>		
44. Sheathing in ammunition spaces is adequate.		<i>NA</i>	
45. Deck cargo is properly secured and covered.	<input checked="" type="checkbox"/>		
46. Heavy lift cargo that is stowed below decks is braced, chocked, and lashed properly to conform with prudent stowage for the proposed voyage.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
49. Valves set and lined up.	<input checked="" type="checkbox"/>		
50. Bulkheads tight.	<input checked="" type="checkbox"/>		
51. Lines and valves not in use blinded and/or lashed closed.	<input checked="" type="checkbox"/>		
52. Loading and piping systems properly isolated.	<input checked="" type="checkbox"/>		
53. Pumps in proper working order.	<input checked="" type="checkbox"/>		
54. Ullage hold covers in place and flame screen inserted in ullage holes.	<input checked="" type="checkbox"/>		
55. Static bonding connections made.	<input checked="" type="checkbox"/>		
56. Cargo stations are adequately manned during loading and unloading operations.	<input checked="" type="checkbox"/>		
57. Table of longitudinal stresses, MSTS Form 3540-3, 4, 5 or 6, as applicable, is submitted each third loading (COMSTSINST 3540.3).	<input checked="" type="checkbox"/>		
58. Manifolds, valves, pipelines, safety equipment, pumps, etc., are efficiently operated.	<input checked="" type="checkbox"/>		
The following actions are properly carried out:			
59. "Bravo" flag flown and word passed.	<input checked="" type="checkbox"/>		
60. Smoking lamp out and word passed.	<input checked="" type="checkbox"/>		
61. Cargo evenly distributed to limit "Hog" or "Sag".	<input checked="" type="checkbox"/>		
62. Proper "Trim" kept while loading and underway.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
64. Proper attention paid to load-line regulations.	<input checked="" type="checkbox"/>		
65. Proper thief sampling for water.	<input checked="" type="checkbox"/>		
66. Sea valves closed, lashed and sealed.	<input checked="" type="checkbox"/>		
67. Deck scuppers plugged and cemented while loading, discharging or transferring.	<input checked="" type="checkbox"/>		
68. Engineroom notified before starting or stopping pumps.	<input checked="" type="checkbox"/>		
69. Overboard discharges inspected for leaks.	<input checked="" type="checkbox"/>		
70. Pump room(s) inspected hourly while operating.	<input checked="" type="checkbox"/>		
71. Proper attention to loading or discharging rates and to safe topping off.	<input checked="" type="checkbox"/>		
72. Open valves, tanks, cofferdams, hose pressure, etc., inspected while loading, discharging, or transferring.	<input checked="" type="checkbox"/>		
73. Proper attention to prevent spills and proper handling of spills when they occur.	<input checked="" type="checkbox"/>		
74. Proper attention to protect cargo from ballast contamination.	<input checked="" type="checkbox"/>		
75. Adequate measures to ensure watertight integrity.	<input checked="" type="checkbox"/>		

DECK DEPARTMENT

Section IV. CARGO PROCEDURES (Petroleum Cargo) (continued)		REMARKS	
ITEM	YES	NO	
76. Use of nonsparking tools and sparkproof flashlights.		7	
77. Adequate safety precautions rigidly enforced.		7	
78. There is a standard safety precautions check-off list.		7	
79. This list has been utilized for the last two loadings.		7	
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.		7	
83. Cargo lines and valves.		7	
84. Safety devices.		7	
85. Atmospheric exhaust trunks.		7	
86. Expansion trunks and cargo tank access.		7	
87. CO ₂ system: (a) CO ₂ bottle room.		7	
(b) CO ₂ manifold.		7	
The following are free from leakage and spillage:			
88. Cargo pump rooms.		7	
89. Cofferdams.		7	
90. Forepeak and forepeak tanks.		7	
91. Double bottoms and bilges.		7	
92. Tank decks.		7	
The following are maintained in proper condition:			
93. Hose stowage.		7	
94. Tank cleaning equipment.		7	
The following equipment is on board and in proper operating condition:			
95. Bonding cables.		7	
96. Fresh air masks.		7	
97. Water-finding paste.		7	
98. Copper, brass, or plastic shovels and buckets for mucking purposes.		7	
99. Gauging tapes and plumb bobs.		7	
100. Safety flashlights.		7	
101. Sparkproof tools.		7	
102. Windsails and power driven blowers.		7	
103. Thiefs for sampling.		7	
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).		NA	
REMARKS			

Mark, percentages and words assigned the Park Department in regard to Game Board are

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

Pope

DATE

14 Mar

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).	✓	

REMARKS

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"/>		
Section I. PERSONNEL ADMINISTRATION (Training)			
37. A leadership program is being conducted (COMSTSINST 5390.1)	<input checked="" type="checkbox"/>		
38. An adequate on-the-job training program is in force within the Department (CMPI 410).	<input checked="" type="checkbox"/>		
39. The department head has assumed his responsibilities for the training of department personnel (CMPI 410).	<input checked="" type="checkbox"/>		
40. Safety precautions are being stressed in all job training.	<input checked="" 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"/>		
42. The department head has received training in small arms familiarization in accordance with COMSTSINST 12410.3.	<input checked="" type="checkbox"/>		
43. Department personnel are familiar with emergency signals set forth in the Standard Station Bill.	<input checked="" type="checkbox"/>		
44. The two-hour Refresher Training Course in food sanitation is being carried out semi-annually. (Steward Dept. only)			
45. The training film "Waiting on Table at Sea" is used to give job training to new waiters. (Steward Dept. only)			
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"/>		
47. All personnel have a thorough knowledge of their ship and the mission of MSTS (CMPI 410).	<input checked="" 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"/>		
49. Illumination.	<input checked="" type="checkbox"/>		
50. Neatness.	<input checked="" type="checkbox"/>		
51. Decks, bulkheads, overheads.	<input checked="" type="checkbox"/>		
52. Bunks.	<input checked="" type="checkbox"/>		
53. Color scheme.	<input checked="" type="checkbox"/>		
54. Heads.	<input checked="" type="checkbox"/>		
55. Furniture.	<input checked="" 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"/>		
57. CMPI 352.	<input checked="" type="checkbox"/>		
58. CMPI 610.	<input checked="" type="checkbox"/>		
59. CMPI 750.	<input checked="" 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"/>		
2. Uniforms of crew are in accordance with CMPI 594.	<input checked="" type="checkbox"/>		
3. All personnel possess Identification Cards (DD Form 489-N) in accordance with COMSTSINST 5512.1.	<input checked="" type="checkbox"/>		
4. Personnel are cooperative and courteous.	<input checked="" type="checkbox"/>		
5. Usual courtesies of the sea are observed with regard to rank.	<input checked="" type="checkbox"/>		
6. Official and unofficial visitors are treated with courtesy.	<input checked="" 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

MARK 68
 PERSONNEL ADMINISTRATION
 CONTINUES TO BE CARRIED
 OUT IN AN EXCELLENT MANNER.
 DEPARTMENTAL INSTRUCTIONS
 ARE VERY COMPREHENSIVE

PERSONNEL WERE NEAT
 & COURTEOUS

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.	/	
11. Semi-rigid stretcher is on board (Ship's Allowance List (Part II-S-88)).	/	
12. Highline equipment allowance is complete, properly marked and maintained ready for use.	/	
13. Highline padeyes are installed.	/	
14. Personnel decontamination stations are provided, marked, and equipped.	/	
15. Towing and salvage equipment are provided and maintained in good condition ready for use.	/	

Section IV. HULL MARKINGS

1. Markings and label plates are in accordance with COMSTS Instruction 9280.3 series.	/	
2. Tug warning signs posted (COMSTSINST 4750.1).	/	

Section V. CHECK LISTS

1. A master check list of emergency procedures and equipment is provided at damage control central.	/	
2. Each zone area officer is provided with a check-off list for his area.	/	
Each damage control locker is provided with:		
3. A check list of equipment in the lockers or stowed nearby.	/	
4. A muster list of repair party personnel listing duties and equipment responsibilities.	/	
5. The ship's Damage Control Book and the MSTs Damage Control Manual are available at damage control central.	/	

Section VI. SMALL ARMS and PYROTECHNICS

1. The ship has its full allowance of small arms and pyrotechnics on board.	/	
2. The full allowance of ammunition is on board.	/	
3. Weapons, clips, and spare parts are properly maintained.	/	
4. Locker stowage is satisfactory.	/	
5. Safety precautions are posted in the weapons and pyrotechnics lockers.	/	
6. Weapons are issued on custody cards.	/	
7. Lifeboats and lifefloats are equipped with pyrotechnics.	/	
8. Pyrotechnics are tested periodically.	/	

See Remarks

Section VII. TRAINING

1. A continuing shipboard damage control program of instruction and drills is conducted.	/	
2. All lifeboats are waterborne quarterly during drills.	/	
3. The master copy of ship's damage control display plans is kept up-to-date by the damage control officer.	/	
4. Lifeboat training guide is being maintained and corrected to date (COMSTSINST 12410.1).	/	
5. The damage control manual (COMSTSINST 3541.5) is being maintained and corrected up-to-date.	/	
6. Shipboard lifeboat classes are conducted periodically for lifeboatman endorsements (COMSTSINST 12410.1).	/	
7. These classes are coordinated with the shore command where necessary.	/	
8. Personnel have had practical firefighting and damage control training (including refresher training) ashore.	/	
9. Engine department officers aboard transports have qualified as lifeboat commanders by acquiring lifeboat endorsements and entries appear on Employee Record Cards.	/	

Section VIII. PROGRESS on DEFICIENCIES

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").	/	
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See Remarks

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

100-1000-100-1000-100

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

USNS POPE (T-AP 110)

DATE

14 March 1968

Section I. ORGANIZATION

ITEM	YES	NO
1. A damage control central has been established on or near the bridge.	/	
2. Ship's damage control plans are posted in damage control central for plotting damage.	/	
3. Standard Station Bills (MSTS Forms 3541/5) are current and conspicuously posted throughout the ship.	/	
4. Emergency Assignment Cards (MSTS Form 3541/2) are current and posted.	/	
5. MSTS Atomic Attack Instructions In-port (MSTS Form 3541/4) are posted.	/	
6. Life Preserver Instruction Cards (MSTS Form 3131/3) are posted.	/	
7. Deceleration tables are posted on the bridge. (COMSTSINST P3120.2).	/	
8. The COMILDEPT has a compartment evacuation plan. (For passenger ships only)	/	
9. The Ship's Damage Control Book is being maintained correct and up-to-date in every respect.	/	

REMARKS

See Remarks

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.	/	See Remarks
2. Man overboard signal markers.	/	See Remarks
3. Safety helmets, lights and whistles for emergency boat crew.	/	See Remarks
4. Watertight and fire screen doors.	/	See Remarks
5.		
6. Manual dampers.	/	
7. Fire stations and related equipment including hose properly stowed with all-purpose nozzle attached and spanner wrenches in place.	/	
8. Fire extinguishers (portable) are properly tagged, monthly weight up to date, and lead seals intact.	/	
9. Water sprinkler system.	/	N.A. (by direction)
10. CO ₂ smoke detecting and extinguishing system.	/	
11. Remote control apparatus for CO ₂ system.	/	
12. Zonite (high temperature) fire detecting system.	/	
13. Fire main, branch lines and cutout valves.	/	See Remarks
14. Steering systems, including emergency hand steering, and changeover instructions.	/	See Remarks
15. Vent closures and screens.	/	See Remarks
16. Hatches, manholes, scuttles, and ports.	/	
17. Submersible pump outlets are installed.	/	
18. Damage control sound-powered phone jack boxes are installed.	/	
19. NBC hose clips are installed for the washdown countermeasure.	/	
20. An adequate number of exterior fire stations are installed for a satisfactory washdown countermeasure.	/	

See Remarks

See Remarks

See Remarks

See General Comments

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).	/	See General Comments
2. Allowance gear is inventoried monthly.	/	
3. Inventory listing is posted in each locker.	/	
4. One damage control repair locker is accessible from the interior of the ship.	/	
5. An NBC locker is provided and it is accessible from the interior of the ship.	/	

The following radiological defense equipment is adequate and in good condition:

6. Survey meters.	/	See Remarks
7. Dosimeters.	/	
8. Protective masks.	/	
9. Protective clothing.	/	