

## INSPECTION CHECK LIST

MSTS FORM 5041/2 (REV. 7-57)

## GENERAL PERSONNEL ADMINISTRATION

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

NAME OF SHIP		DATE		CHECK APPLICABLE DEPARTMENT			
				<input type="checkbox"/> Deck	<input type="checkbox"/> Engine	<input type="checkbox"/> Steward	<input type="checkbox"/> Purser
<b>Section I. PERSONNEL ADMINISTRATION (Organization)</b>				REMARKS			
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).							
<b>Section I. PERSONNEL ADMINISTRATION (Discipline)</b>							
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.							
<b>Section I. PERSONNEL ADMINISTRATION (Morale)</b>							
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.							
<b>Section I. PERSONNEL ADMINISTRATION (Incentives and Awards)</b>							
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.				
Section I. PERSONNEL ADMINISTRATION (Training)				
37. A leadership program is being conducted (COMSTSINST 5390.1)				
38. An adequate on-the-job training program is in force within the Department (CMPI 410).				
39. The department head has assumed his responsibilities for the training of department personnel (CMPI 410).				
40. Safety precautions are being stressed in all job training.				
41. Entry ratings are encouraged and assisted to prepare for the next higher endorsement in the department (CMPI 410).				
42. The department head has received training in small arms familiarization in accordance with COMSTSINST 12410.3.				
43. Department personnel are familiar with emergency signals set forth in the Standard Station Bill.				
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.				
47. All personnel have a thorough knowledge of their ship and the mission of MSTs (CMPI 410).				
Section I. PERSONNEL ADMINISTRATION (Berthing Quarters)				
The general condition of the following is satisfactory with regard to berthing quarters:				
48. Ventilation.				
49. Illumination.				
50. Neatness.				
51. Decks, bulkheads, overheads.				
52. Bunks.				
53. Color scheme.				
54. Heads.				
55. Furniture.				
Section I. PERSONNEL ADMINISTRATION (Publications)				
Are the following publications current and held by ship's department heads:				
56. NAVEXOS P-833.				
57. CMPI 352.				
58. CMPI 610.				
59. CMPI 750.				
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).				
2. Uniforms of crew are in accordance with CMPI 594.				
3. All personnel possess Identification Cards (DD Form 489-N) in accordance with COMSTSINST 5512.1.				
4. Personnel are cooperative and courteous.				
5. Usual courtesies of the sea are observed with regard to rank.				
6. Official and unofficial visitors are treated with courtesy.				
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