

USNS GEN. JOHN POPE (T-AP 110)
FPO San Francisco 96601

29 FEB 1968

Date: _____

MEMORANDUM

From: Master
To: All Ship's Officers

Subj: Assignment of certain duties within a position and/or collateral duties

Ref: (a) USNS POPE NOTICE 12340, 29 FEB 1968

1. Officers assigned duties by reference (a) shall familiarize themselves with the requirements of such assignments by becoming familiar with the references listed below:

<u>Duty</u>	<u>Reference</u>
Assistant Training Officer	CMPI 410.2-3
Classified Material Control Officer	OPNAVINST 5510.1C
COMTAC (Code 4) Publications Inventory Board	NWP O (A)
Educational Officer	CMPI 410.2-3
Food Sanitation Training Officer	CMPI 410.2-3
Incentive Awards Officer	CMPI 450.2-3
Lifeboat Training Officer	CMPI 410.2-3
Mail Orderly	COMSTSINST P3120.2C
Naval Commercial Traffic Fund Audit Board of Officers	COMSTSINST P2110.2B
Narcotics in Custody of Master, Inventory Board	Med Manual, Chap 26
Non-Expendable Property and Equipment Inventory Board	COMSTSINST P1700.1C
Public Information Officer	MSTSPACINST 5720.1
Purser's Cash Accounts, Safekeeping and Checks Audit Board	NAVCOMPT Vol IV
Radiotelephone Fund Custodian	COMSTSINST P2110.2B
Safety Officer	CMPI 5100 & COMSTSINST 5100.17
Security Briefing Officers	OPNAVINST 5510.1C
Special Service Officer	COMSTSINST P1700.1C
Subsistence Inventory by Disinterested Officer	NAVSANDA Publ. 236

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

NOTE 12340
HLH/co
29 February 1968

USNS POPE NOTICE 12340:

From: Master
To: Distribution

Subj: Assignment of certain duties within a position and/or collateral duties

1. PURPOSE: To inform all personnel of certain duties within a position and/or collateral duties assigned to personnel as listed below:

Rennie Collinge, First Officer ✓
Training Officer
Damage Control Officer
Safety Officer
Cargo Officer
Educational Officer
COMTAC (Code 4) Inventory Board
Disbursing Audit Board

William A. Purchase, Second Officer
Naval Communication Fund Audit Board
Narcotics Inventory Board
Non-exp Property & Equip. Inv. Board
Subsistence Inventory

Weman E. Treadwell, Third Officer
Lifeboat Training Officer
Lifeboat and Abandon Ship Equipment
Maintenance Officer

Thomas Ruane, Third Officer
Assistant for Damage Control Training
Fire-Fighting and Damage Control
Equipment Maintenance Officer
Assistant Safety Officer
Assistant Training Officer

Charles M. Steele, Chf. Quartermaster
Special Services Officer (for crew)

J. F. Morgan, Chief Radio Officer
Radiotelephone and Communication
Fund Custodian
Radiac Equipment Maintenance Officer
Security Briefing Officer
COMTAC (Code 4) Inventory Board
Classified Material Destruction Board

Everett C. Quinn, Chief Engineer
Maintenance and Repair Officer

Frederick J. McDonald, 2nd Asst. Engineer
NEC Defense Officer

Joseph R. Rhodes, Chief Steward
Food Sanitation Training Officer
Disbursing Audit Board
Non-Expendable Property & Equipment
Inventory Board
Narcotics Inventory Board

Felix M. Ricaud, Purser
Classified Material Control Officer
Custodian of COMTAC (Code 4)
Incentive Awards Officer
Public Information Officer
Classified Material Destruction Board
Voting Officer

2. INFORMATION: Personnel having any interest in or requiring any information on the duties listed above may contact the person concerned through their respective department heads. A reference sheet giving information on the authority for above assignments and manner in which the duties are to be performed has been furnished each officer concerned.

3. CANCELLATION: This notice will be considered cancelled upon the issuance of a new and corrected listing.

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Distribution:
COMSTSPAC (2)
Master
Dept. Heads
Officers Concerned
Bulletin Boards
File