

*X C/6/cav*  
USNS GEN. JOHN POPE (TAP 110)  
FPO San Francisco 96601

11 April 1967

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 12460, 11 Apr 1967

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 5510.1B
COMTAC (Code 4) Publications Inventory Board	NWP 0
Educational Officer	CMPI 410.2-3
Food Sanitation Training Officer	CMPI "
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	MedManual, Chap 26
Nonependable Property and Equipment Inventory Board	COMSTSINST P1700.1
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
Security Briefing Officers	OPNAVINST 5510.1B
Special Service Officer	COMSTSINST P1700.1
Subsistence Inventory by Disinterested Officer	NAVSANDM. Publ. 236

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USNS GEN. JOHN POPE (TAP 110)  
FPO San Francisco 96601

NOTE 12460  
HLH/co  
5 July 1967

USNS POPE NOTICE 12460:

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:

Donald I. Berney, First Officer  
Training Officer  
Damage Control Officer  
Safety Officer  
Cargo Officer  
Educational Officer  
COMTAC (Code 4) Inventory Board  
Disbursing Audit Board

James H. Pike, Second Officer  
Naval Communication Fund Audit Board  
Narcotics Inventory Board  
Non-exp Property & Equip. Inv. Board  
Subsistence Inventory

J. F. Kreatz, Third Officer  
Lifeboat Training Officer  
Lifeboat and Abandon Ship Equipment  
Maintenance Officer

William A. Furchase, Third Officer  
Assistant for Damage Control Training  
Fire-Fighting and Damage Control  
Equipment Maintenance Officer  
Assistant Safety Officer  
Assistant Training Officer

Charles M. Steele, Chief 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

Lenord L. Clemons, Chief Engineer  
Maintenance and Repair Officer

Frederick J. McDonald, 1st Asst. Engineer  
NBC Defense Officer

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

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

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.

*H. L. Heinz*  
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Distribution:

COMSTSPAC (15)  
Master  
Dept. Heads  
Officers Concerned  
Bulletin Boards  
File