

RELIEF OF DEPARTMENT HEAD REPORT

MSTS FORM & REPORT 5000-4 (2-64)

FROM: Department Head (*Name and position assignment*)

R.E. THORNTON, First officer

TO: Master, USNS GEN. JOHN POPE (TAP-110)

1. Prior to being relieved, the following actions were taken:
 - a. A joint inspection of all departmental spaces, machinery equipment, records and reports, for which I am responsible was conducted with my relief.
 - b. Defects and peculiarities pertaining to the department and/or equipment within the department were brought to the attention of my relief.
 - c. All regulations and orders in force, and all official correspondence and information concerning the department and this position assignment have been furnished my relief.
 - d. A joint inventory of publications, equipage and/or material for which I am responsible has been conducted, and departmental supply responsibilities have been transferred in accordance with NAVSANDA Publication 236. **(Equipage inventory will be completed within twenty (20) days).**
 - e. All log books and other records and documents have been signed as necessary, and all keys in my custody have been delivered to my relief.

~~DEPARTMENT HEAD (Signature)~~

TIME AND RATE BELIEVED

Book - THORNTON

20 May, 1966

BELIEVING DEPARTMENT HEAD'S ENDORSEMENT

1. I have examined all department spaces, machinery, equipment, and records jointly with the relieved Department and am satisfied with the condition of the department except as follows:

2. I accept responsibility for the department, subject to noted exceptions, at the time and date indicated above.

RELIEVING DEPARTMENT HEAD (Full name & signature)

REVIVING DEPARTM
/ R.S. LARSEN

COPY TO:

18. COMSTS. PAC