

# RELIEF OF DEPARTMENT HEAD REPORT

COMSTS 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)

**R.E. THORNTON**

TIME AND DATE RELIEVED

**20 May, 1966**

## RELIEVING 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)

**L.R.S. LARSEN**

COPY TO:

COMSTS **PAC**