

MILITARY DEPARTMENT
USNS GENERAL JOHN POPE (T-AP 110)
CAE OF FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

COMILDEPT P3120.2A

TAP110:WBC:ry

23 NOV 1965

MILDEPT INSTRUCTION P3120.2A

From: Commanding Officer, Military Department
To: Distribution List

Subj: Standard Operating Procedure (SOP) for Passengers; promulgation of

1. Purpose: To promulgate the Standard Operating Procedure for troop class passengers embarked in USNS GENERAL JOHN POPE (T-AP 110).

2. Cancellation: All previous troop SOPs published for USNS POPE are herewith cancelled and superceded by this Instruction.

3. Action:

a. This Instruction is effective immediately.

b. The designated Senior Unit Commander, the Voyage Staff, and all troops embarked will comply with instructions contained herein.

c. No deviations from the provisions of this Instruction will be permitted without the express approval of the COMILDEPT or the Military Department CMRA.

d. Return all copies of this Instruction to the Military Department Office prior to debarkation.

4. Changes: Recommendations for changes to this Instruction are encouraged. Submit comments via the Senior Unit Commander to the Commanding Officer, Military Department.

W. B. COBB
W. B. COBB

DISTRIBUTION:

Master, USNS POPE
All Officers, CPOs and LPOs, MILDEPT
Department Heads, USNS POPE
Senior Unit Commander, Embarked
Executive Officer, Troops Embarked
Troop Adjutant, Troops Embarked
Troop Office, USNS POPE
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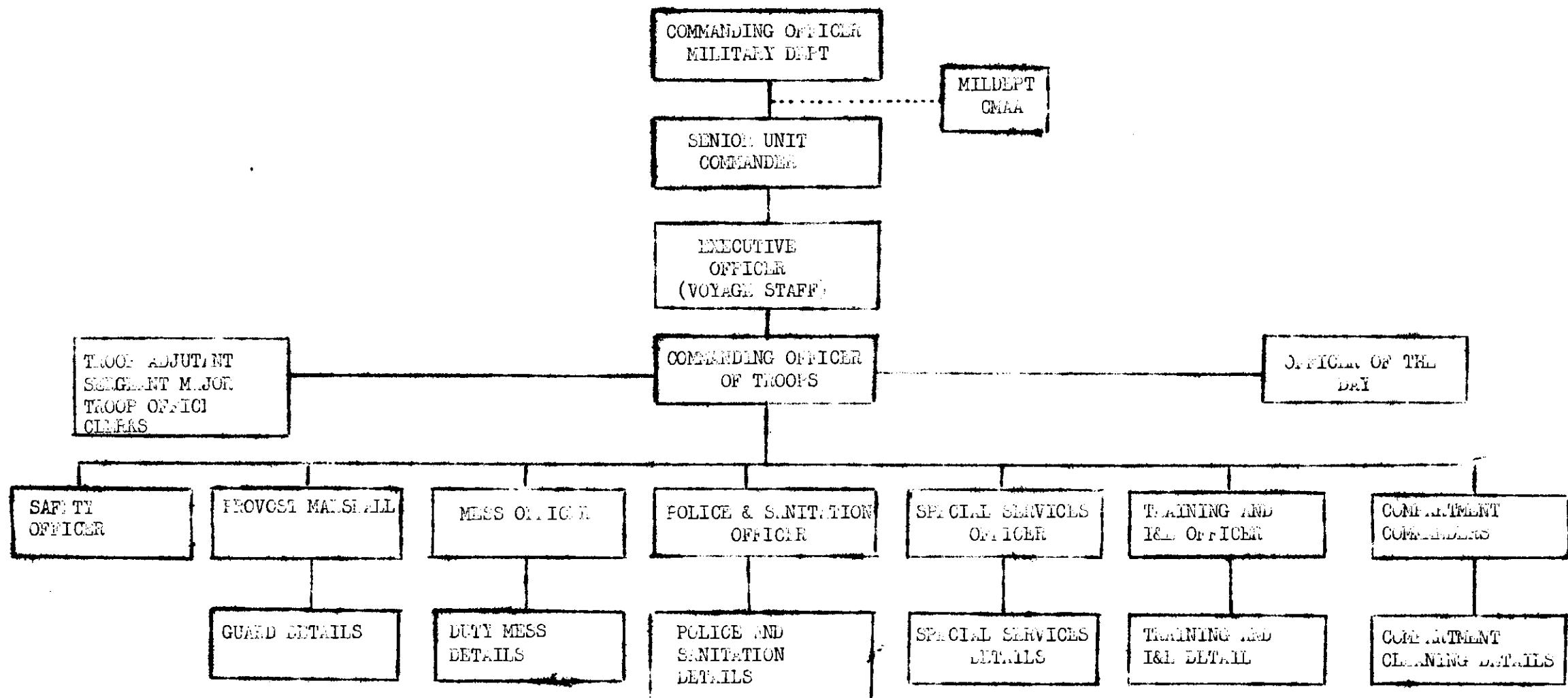
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I - ORGANIZATION CHART
VOYAGE STAFF AND COMMAND RELATIONSHIPS



SECTION II COMMAND RELATIONSHIP AND FIELDS OF RESPONSIBILITY

A. The Commanding Officer, Military Department (COMILDEPT), is the direct representative of the Commander, Military Sea Transportation Service, Pacific Area. He will exercise the authority and assume the responsibilities of a Commanding Officer of a ship insofar as this applies to personnel of the Military Department and to all passengers on board. All passengers, military and civilian, are under the authority of the Commanding Officer, Military Department. The Senior Unit Commander and the Voyage Staff, regardless of branch of service, or rank, are under the administrative control of the COMILDEPT, who will issue all orders to troops through the Senior Unit Commander. The relationship to unit commanders aboard will be that of a station commander to commanders of units quartered at his station. All areas occupied by troops are under the jurisdiction of the COMILDEPT, who will maintain liaison between the Senior Unit Commander, the Master, ship's crew and naval personnel on board.

B. The Master is in supreme command of the ship. The Master, his mates and ship's officers, the engineering forces, the stewards, etc., are all civil service employees. The Master's authority emanates from maritime law, navigation laws, and responsibilities fixed by Military Sea Transportation Service Regulations. This authority pertains to technical operation, the navigation, and responsibilities fixed by military Sea Transportation Service Regulations. This authority pertains to technical operation, the navigation, and the safety of the ship, its passengers, and cargo. For this reason, all Emergency Drills, such as Fire and Boat Drills, are controlled by the Master, and the Military Department cooperates to meet his requirements. In case of a disaster at sea, the Master will direct all operations.

C. The Senior Unit Commander (SUC) should normally be the senior NAVY or AIR FORCE officer of the rank of LTCOL or lower traveling in a duty status. In the case that the majority of troops lifted are Navy or Marine Corps personnel, a senior Navy or Marine Corps officer will be designated SUC. The SUC shall be in charge of the voyage staff and directly responsible to the COMILDEPT for the proper administration and performance of duties assigned any and all military passengers. The SUC will normally be selected from the service with the majority of troops embarked. When organized units are embarked, the ranking unit commanding officer will normally be designated as the SUC. The SUC shall confer with the COMILDEPT prior to issuing any order or schedule regarding shipboard routine and shall relay to passengers, for compliance, orders emanating from the COMILDEPT.

SECTION III VOYAGE STAFF

A. The Senior Unit Commander (SUC) will be assisted in discharging his responsibilities by a voyage staff, which will vary with the size of the troop load, but normally will include the following:

1. OFFICER STAFF

- a. Executive Officer
- b. CO of Troops
- c. Adjutant
- d. Provost Marshall
- e. Mess Officer
- f. Police and Sanitation Officer
- g. Compartment Commanders
- h. Training, Information & Education Officer
- i. Special Services Officer
- j. Safety Officer

2. NON-COMMISSIONED OFFICER STAFF

- a. Troop Sergeant Major
- b. Sergeant of the Guard
- c. Mess Sergeant
- d. Police and Sanitation Sergeants
- e. Sergeant to assist each Compartment Commander

B. Irrespective of the organization placed aboard at the start of each voyage, the COMILDEPT shall have full authority to reorganize the voyage staff and make such changes in the organization, including relieving the SUC or any other member of the voyage staff, if he deems such action necessary for more efficient organization and administration.

SECTION IV - VOYAGE STAFF DUTIES

A. Senior Unit Commander

1. EMBARKATION:

a. Contact and work directly with the COMILDEPT, become thoroughly familiar with physical layout of the vessel.

b. Assume command of all transient Military Personnel aboard the vessel. Command functions begin when the SUC boards the vessel and terminate when all personnel are debarked at last Port of Call and clearance is obtained from the COMILDEPT and the Port Commander. In the event the SUC is required to leave the vessel prior to completion of debarkation, he will delegate command functions to the next Senior Army or Air Force Officer on the staff, who is normally the Executive Officer.

c. Organize the functions of a troop office. Obtain from the COMILDEPT all applicable Standard Operating Procedures for the instruction of the Voyage Staff in the duties they will be required to perform.

d. Observe the loading of troops and ensure that a Compartment Commander is present in each troop compartment to supervise the berthing and to orient the troops when berthing is completed.

e. After troops have been embarked, do not shift them into other compartments, except in an emergency and with the approval of the COMILDEPT or XOMILDEPT.

2. DURING VOYAGE

a. Hold a sight ID card muster of all troops as soon after sailing as possible to authenticate the accuracy of the passenger list.

b. Execute all orders promulgated by the COMILDEPT.

c. Provide and supervise personnel for all routine and specific details. In this connection, Officers and enlisted men who are in a leave status are not required to perform duties except for minor details incident to sanitary measures required in their quarters or unless they volunteer for routine details. In the event of the latter, it should be understood beforehand that the leave status of the individual does not change.

d. Ensure that musters are conducted daily of all troops.

3. DEBARCTION:

a. Hold sight ID Card muster on day of debarkation.

b. Complete Trip Summary Report and give the report to the COMILDEPT.

c. Ensure that all troop personnel know their passenger list numbers for debarkation.

d. Collect and inventory all abandoned clothing and equipment. Turn inventory and articles into the Troop Sergeant Major's Office.

e. Ensure that all compartments and troop-occupied areas are thoroughly policed. Special attention will be given to final clean-up of the vessel prior to debarkation of troops. The COMILDEPT will not release troops for debarkation until the vessel has been inspected by him or a member of his staff. The final clean-up detail should be selected, when practicable, from the final group debarking.

f. Be prepared to be interviewed by the IG or a transportation officer upon arrival.

B. Executive Officer: Is the direct representative of the SUC and shall function in the manner of an Executive Officer at a Post, Camp or Station. Orders issued by him shall be considered as emanating from the SUC. He shall be prepared to assume command of the Voyage Staff upon inability of the SUC to carry out his assigned duties and responsibilities.

C. Commanding Officer of Troops or Organized Units: Each service embarking military passengers shall designate a C.O. of troops for that service, who shall serve on the voyage staff and be responsible for the conduct, discipline and performance of duty of all military passengers of that service. He is responsible, in all matters, to the voyage staff executive officer.

D. Troop Adjutant: Under control of the senior unit commander, the troop adjutant shall supervise administrative personnel assigned to the troop office. Such personnel may include a sergeant major, detail NCOs, typists, clerks and messengers, as required. The adjutant shall be responsible for publishing orders, bulletins, instructions, and rosters for military passengers, requisitioning work details, assisting in currency exchange, and other administrative functions directed by the senior unit commander.

1. The Troop Adjutant's Staff will consist of the following:
 - a. Troop Sergeant Major
 - b. NCOs in charge of details
 - c. Sufficient typists
 - d. Messengers on duty from 0700 hours to 0700 hours daily in the Sergeant Major's Office.
 - e. Additional personnel, as required
2. Duties of the Troop Adjutant
 - a. Maintain the Voyage Headquarters of the SUC (Troop Sergeant Major's Office).
 - b. Maintain rosters for each troop compartment. Assign details as required in Appendix A and deliver a roster of the same to the officers or non-commissioned officers in charge of such details. Maintain a record of the disposition of these details, including nature of assignment and tour of duty.
 - c. Ascertain that all details report as ordered and ensure that replacements are provided in cases of absence.
 - d. Investigate all instances of absence or dereliction of duty and initiate, for the SUC, disciplinary action as required.
 - e. Issue orders, bulletins, and memoranda as directed by the SUC.
 - f. Prepare a roster of Officers of the Day.
 - g. Insure that organizational records are kept current.
 - h. Insure that a muster is conducted daily. The day of debarkation will be no exception. The muster on embarkation day will be held at the first opportunity after getting underway. All reports should be consolidated and immediately forwarded via the SUC to the COMILDEPT (Appendix B & C).
 - i. Insure that all troops are informed of the following:
 - (1) Passenger list number
 - (2) Fire and Boat Drill Signals
 - (3) Life Boat Stations and proper route to reach same.
 - (4) Troop regulations.
 - j. Require an NCO to be on duty 24 hours a day in the Troop Office.
 - k. Lock up any troop valuables in the Troop Office safe. Arrange for troops to turn in money to the Purser for safekeeping and weapons to be turned in to COMILDEPT.
3. Perform such other duties as may be directed by the SUC.

SECTION IV - VOYAGE STAFF DUTIES - ARMY OFFICER OF THE DAY

E. Army Officer of the Day (OD) will be appointed by the adjutant from the active duty officers in a non-leave status. They should be, if possible, company grade or below and not members of the Voyage Staff.

1. This watch will be a 24 hour watch.

2. The Army OD will:

a. Read and understand these instructions and ship's regulations.

b. Enforce the 2300 hours passenger and troop curfew. After curfew, all passengers and troops must be in their compartments unless otherwise authorized.

c. Conduct a 2200 hours safety inspection. All inspection parties meet 5 minutes before-hand at the Troop Office.

d. Inspect the guard at least once during the night.

e. Ensure that the morning troop muster is held.

f. Carry out any other duties which may be assigned by the SUC.

g. The OD shall cause one member of his watch (OOD, JOOD) to make one complete tour of troop areas every two hours to ensure that regulations are being enforced, that the guard is alert, and that sweepdowns are being held at the scheduled times. The OOD will personally make a tour of the ship at least once every four hours.

h. The OOD will be responsible for the following during his tour:

(1) Enforcement of reveille and taps at times specified on the Plan of the Day.

(2) Enforcement of ship's Regulations, giving particular emphasis to those prohibiting smoking (except in authorized areas), gambling, and alcoholic beverages.

(3) Ensuring that no weather deck doors are allowed to swing free. These should be hooked open or dogged shut at all times. Swinging doors are a serious safety hazard. Doors lead out from both port and starboard sides of troop ladderwells 1, 2, 2A, 3, 3A, 4, 4A, 5, 6, 6A, 7, 7A, 8, and 8A, and also from passenger areas on the main deck promenade port and starboard sides.

(4) Ensuring that all guards and CQs are on their posts and alert. He shall familiarize himself with the special orders for each post and shall give such direct supervision to the Sergeant of the Guard and Corporal of the Guard in their duties as the Provost Marshal may request.

3. How to Handle Problems

a. If a fire is reported, immediately inform the Bridge (Tel. 222), giving all pertinent information. Call COMILDEPT and relay information to him.

b. If a "Man Overboard" is reported, immediately inform the Bridge (Tel. 222), telling them what side and when the man went overboard; then inform COMILDEPT.

c. If the decks are placed "Off Limits", call the Sergeant of the Guard (Tel. 212) and relay information. Instruct him to pull all guards inside ship, that he MUST post all guards from the inside of the ship until further notice, and that NO ONE (except ship's crew) is to be allowed on deck.

d. Flooding shall be reported immediately to the bridge (Tel 222). Medical emergencies shall be reported immediately to Sick Bay (Tel. 541), or the man taken to the hospital if appropriate (hospital location on the Ø1 deck, above the Officers Dining Saloon). There is a medical corpsman on watch 24 hours a day. In case a report is received of equipment out of order (ventilation system stopped, toilet plugged, etc.), the situation shall first be investigated and all facts as to specific location and exact

condition ascertained. If the condition is one requiring immediate emergency repair, it shall be reported as specified below. If it is a matter of routine repair (one that can wait until morning), it shall be reported to the Military Department Executive Officer, Division Officer, or Chief Boatswain's Mate. The following is a general guide to reporting of EMERGENCY REPAIRS:

| <u>Casualty to</u> | <u>Call</u> | <u>If no answer, call:</u> |
|-------------------------------|---------------------|----------------------------|
| Ventilation | Electric Shop (463) | After Engine Room (327) |
| Lighting | Electric Shop (463) | After Engine Room (327) |
| Fire-Fighting equipment | Bridge (222) | |
| Plumbing | Plumbing Shop (336) | After Engine Room (327) |
| Watertight or Firescreen Door | Bridge (222) | |

e. Record all minor problems and submit list to the Military Department Office the next day.

f. If the seriousness of any problem is questionable, call the Military Department Executive Officer or Chief Boatswain's Mate.

4. It is the duty of the OD to contact his relief and pass on general and specific instructions.

TROOP OFFICER OF THE DAY REPORT

To: Commanding Officer, Military Department
Via: Commanding Officer of Troops

1. All troop areas were inspected during the period of _____ and _____ hours. Condition of troop areas during these periods were found to be satisfactory except as indicated below:

a. Comments:

2. The rations of troops meals were sampled and found to be _____ as to quality and _____ as to quantity.

a. Comments:

3. All guards were posted on schedule and were inspected for alertness and military bearing at _____ and _____ hours.

a. Comments:

4. There were (no) unusual circumstances or occurrences noted during the tour of my duty.

a. Comments:

OD Signature

Rank and Service

Date: _____

From: Commanding Officer of Troops
To: Commanding Officer, Military Department

1. Forwarded.

2. General Comments:

C.O. of Troops Signature

Rank and Service

Copy to: Troop Office File

SECTION IV - THE PROVOST MARSHAL

F. The Provost Marshal: The Provost Marshal is responsible for the organization, instruction, and discipline of the Ship's Guard which will be established and maintained for the preservation of order, protection of property, the enforcement of all orders and regulations, and the security and control of all passengers. The Provost Marshal may be called upon to organize, instruct, and supervise additional guard details required for special duty. All guards will function under the Provost Marshal.

1. Duties of the Provost Marshal:

a. Requisition the required number of men for the guard detail from the Troop Adjutant, maintain a roster, time of duty, and report all instances of absenteeism or dereliction of duty to the SUC for disciplinary action.

b. Enforce passenger and troop class regulations and carry out any special orders received from the SUC.

c. Arrange mess hours for the guard with the Mess Officer.

d. At the direction of the SUC, be responsible for the arrest and confinement of persons designated. Insure that a constant guard is maintained over prisoners confined. Arrange the feeding of prisoners who will not be messed with the troops. Feeding of prisoners will ordinarily take place one-half hour before the main body. Be responsible for the cleanliness of the Troop Brig.

e. Upon arrival at Port of Debarkation, remain aboard ship until such time as prisoners, who have been placed in his custody, have been turned over to the proper authority.

f. Ensure that instructions posted in the vicinity of the brig are carried out.

g. Upon confinement of a prisoner, prepare a report for the signature of the SUC and COMILDEP. This report will contain the prisoner's name, rate, serial number, time of confinement, length of the sentence imposed, and any other pertinent information.

h. Maintain an offense log. (Available in Troop Office)

i. Prescribe the uniform for the guard as directed by the SUC.

j. Arrange with the SUC for the establishment of a guard headquarters and be responsible for its efficiency and cleanliness.

k. Be responsible at abandon ship drill (or during any emergency hazardous to the safety of the ship) for, removing prisoners from the Troop Brig, their safe custody during the emergency, and their return to the Brig upon termination of the drill or emergency. (See Brig Regulations section)

l. Assure that the guard detail maintains an alert military watch and carries out the orders of his post.

2. Assistant Provost Marshal (The Officer of the Guard) will:

a. Inspect all guard posts at frequent intervals during the day to insure that guards are at their posts, alert, and familiar with post instructions. The guard will be inspected every hour alternately by the Provost Marshal, Officers of the Guard, Officer of the Day or the Sergeant of the Guard on a 24 hour basis.

b. Ascertain that lounges, companionways and recreational areas are vacated at 2300 hours, all decks cleared and all passengers in their compartments for the night unless otherwise authorized.

c. Be present for guard mount at the time specified each day and make sure that all members of the guard are present, instructed in their orders and duties, and properly dressed in the prescribed uniform.

d. Inspect the Troop Brig at least 3 times a day when occupied by members of the Armed Forces.

e. Enforce passenger and troop class regulations and carry out any special orders received from the SUC.

f. Keep the Sergeant of the Guard informed as to his whereabouts at all times.

g. In addition to any other specific duties which may be assigned, the Assistant Provost Marshal (Officer of the Guard), when the Brig is occupied, will: know, follow and enforce the Brig Regulations as given in Section VI - 4.

3. Sergeant of the Guard. Usually six or eight Sergeants of the Guard will be appointed. Each will command one of the sections organized to perform a three or four hour tour of duty, with eight or nine hours off. They will receive and obey all orders of the SUC, Provost Marshal, Assistant Provost Marshal, Officer of the Day, Officer of the Guard, COMILLEPT, XOMILDEPT and Duty Officer MILDEPT. The Sergeant of the Guard will remain at the Troop Office unless his presence is required elsewhere. In his absence, he will leave the Corporal of the Guard at his desk. The Sergeant of the Guard will be responsible for the proper instruction of all men in his guard section. He will know the location of every post and the orders which apply to each. The Sergeant of the Guard will report to the Officer of the Day all men who fail to carry out their orders. The Sergeant of the Guard will not tolerate, at any time, the violation of any ship's regulations. Each Sergeant of the Guard will:

a. Have general supervision over the other NCOs and Privates of his section.

b. Acknowledge receipt of, and be directly responsible for, the property in charge of the guard.

c. Ensure that his section is turned out and posted at the proper time.

d. Ensure that the Corporal of the Guard thoroughly understands his orders and is prompt and efficient in the discharge of his duties.

e. Keep the Guard Book in a neat and efficient manner, logging all the items which have to do with the guard.

f. Report to the Officer of the Guard:

(1) All suspicious or unusual occurrences which come to his notice.

(2) All persons arrested by the guard.

(3) Any violations of orders he is instructed to enforce.

4. Corporal of the Guard. Usually six or eight Corporals of the Guard will be appointed as Assistants to the Sergeants of the Guard. Each Corporal of the Guard will:

a. Make a list and two duplicates of the members of the section, showing the post to which each man is assigned. One copy will be given to the Sergeant of the Guard, one copy will be retained by himself, and the remaining copy placed on file in the Troop Office for reference purposes.

b. Instruct all members of the section regarding their orders and duties.

c. Post and relieve the sentries of the section.

d. Thoroughly acquaint himself with all ship's regulations and the orders of each sentry of the section.

e. Ensure that each member of the section understands, carries out, and correctly passes on such orders in detail to his relief.

f. Report to the Sergeant of the Guard any violation of ship's regulations or unusual occurrences which come to his attention.

g. Go to any sentry who calls for the Corporal of the Guard.

h. Arrest all suspicious or disorderly persons excluding ship's crew and members of the Military Department (report the excluded personnel to the OD). Persons arrested are to be taken at once to the Sergeant of the Guard.

i. Inspect his section for the proper wearing of uniforms applicable to his post.

j. General and specific orders for each guard post can be found in Section VI - A and Appendix D.

SECTION IV - MESS OFFICER

G. Mess Officer

1. The Mess Officer is responsible for the supervision, cleanliness and sanitation of the troop mess, and for control of military personnel assigned to this duty, in addition to other duties which may be assigned by the SUC. The Mess Officer will maintain necessary liaison with the Troop Mess Stewards and Ship's storekeeper relative to the proper performance of permanent details (bakers, butchers, cooks, ration-break-down detail, etc.) and will supervise performance of these details. Assistant Mess Officers will be appointed by the SUC to assist the Mess Officer in the performance of his duties.

2. The Troop Mess is operated by troops under the supervision of the Chief Steward and Troop Steward. The Chief Steward prepares menus, supplies food, necessary equipment and facilities for the efficient and economical operation of the Troop Mess. The Troop Steward is directly in charge of the Troop Mess. The ship's permanent personnel (stewards, cooks, bakers, etc) have the proper knowhow and form a cadre about which service personnel function. Duties of the Troop Mess personnel are assigned permanently for the duration of the voyage, unless otherwise changed by circumstances or by orders.

3. The Mess Officer and assistants should realize that USNS Civilian Mess Stewards have no command jurisdiction over troop personnel working in the Mess. However, the preparation of food and supervision of all mess and galley activities is their responsibility and the necessary assistance in service, policing and preparation must come from troop sources. It is, therefore, necessary that the Mess Officer and his assistants determine from the Mess Stewards exactly what should be done by the troops, then issue the necessary instructions and insure that they are carried out.

4. Troops on embarking will be given a mess ticket bearing their compartment number. Troops will be required to mess on schedule, by compartment, and their mess tickets will be shown at each meal. No man will be fed except with his compartment. Guards, prisoners and mess details will ordinarily mess one-half hour before the main body of troops.

5. The number of KP's and other details connected with the feeding of troops will vary according to the troop load. Key non-commissioned personnel will serve in their respective assigned capacities for the duration of the voyage. Depending on the number of troops carried, one to three shifts will be utilized and such shifts will be kept intact for the duration of the voyage.

6. It has been found from experience that, in addition to the senior NCO in charge of mess details (who functions as a Mess Sergeant), certain supervisory personnel are required to feed the troops. The NCO's should work one day, followed by one day off, and function as permanent details. They shall be exempt from routine fatigue details on their days off.

7. Duties of the Mess Officer

a. Maintain a roster of men assigned to the mess detail and report all instances of absenteeism or dereliction of duty to the SUC for investigation or disciplinary action.

b. With the assistance of the Troop Steward, assign the members of the detail to the various phases of mess operation (steam table, scullery, etc.).

c. Assure that food handlers, before starting work have had clearance from the ship's Medical Officer and periodically check them to see that they have clean hands and clean fingernails.

d. Determine, in coordination with the Troop Steward, the approximate time at which each compartment will mess and post a schedule in each troop compartment.

e. Ascertain the proper routes from the troop compartments to the Mess Hall and, when necessary, appoint guides to lead troops over the prescribed routes at the scheduled times.

f. Control the flow of traffic into the Mess Hall; enforce the "No Smoking" regulations and maintain order,

g. Menus should be reviewed daily by the Mess Officer for balanced diet, nutritional adequacy and variety. The Mess Officer will indicate that he has seen the menu, reviewed it and finds it satisfactory by signing the menu and passing it on to the SUC who will in turn sign the menu and pass it on to the COMILDEPT. It is imperative that any unsatisfactory comments or conditions with respect to the mess be brought to the attention of the COMILDEPT immediately so that corrective action may be taken.

h. Instruct food servers as to the amount of food to be placed upon each tray and the proper manner in which food is to be served.

i. Make frequent inspections of dishwasher to make certain that it is kept clean and is used properly. Each relief is to be instructed in its operation. The minimum temperature will be 180 degrees.

j. Be present in the Troop Mess and accompany the Inspection Party during the daily inspection of the Galley and mess areas at 1700 Hours.

k. Insure that, at the termination of each meal, the Troop Mess and Troop Galley are swept and swabbed and that all utensils are thoroughly cleaned and properly stowed and that garbage has been disposed of properly.

l. Insure that mess facilities are cleaned to the satisfaction of the Chief Steward or Troop Steward.

m. Consult with Troop Steward regarding serving of last meal prior to debarkation and provide for cleaning, serving, garbage disposal and securing of details.

8. Assistant Mess Officer: The Assistant Mess Officer is directly responsible to the Mess Officer. He will be on duty daily until clean-up has been completed.

9. Duties of the Assistant Mess Officer

a. Insure that every man remains on duty until excused or dismissed.

b. Insure that a continuous supply of food is available at the steam tables during the time of serving and that it is properly served.

c. Ascertain that mess tables, steam tables, decks, etc., are kept in a proper state of cleanliness during meals and thoroughly policed after each meal and that all mess gear is properly and thoroughly cleaned after use.

d. Insure that Troop Mess Hall personnel report to the Troop Mess Hall in sufficient time to enable them to prepare for serving and to eat their meal before regular mess line is formed.

e. Insure that, after eating, men return the mess gear to the scullery, dump refuse, stack trays, and leave in an orderly manner and that garbage cans are emptied when two-thirds (2/3) full, washed out, and returned.

f. Enforce order in the mess hall.

H. Police and Sanitation Officer

1. The Police and Sanitation Officer is responsible for the organization and instruction of the police details under his command. He is responsible to the SUC for the cleaning and sanitation of weather decks occupied by troops, troop heads, day rooms, troop recreation areas and troop area ladders and companionways, and all other troop areas except troop galleys, troop mess, and the hospital area. Assistant police and sanitation officers (including compartment commanders), shall be responsible for designated areas, including troop compartments, heads and washrooms, open decks, public areas, ladderwells, offices, library, and recreation areas. Orderlies shall be assigned to troop heads and washrooms from 1600 to 2400 daily, or as deemed necessary. The police and sanitation officer shall ensure that policing of areas under his jurisdiction is completed prior to the daily inspection and, by periodic inspections each day, including Sunday, shall ensure that they are kept clean and orderly at all times. The police and sanitation officer shall accompany the ship's inspection team on inspections, and assistant police and sanitation officers shall stand by their respective areas. The Police and Sanitation Officer is not concerned with the policing of the mess hall or the cabin passenger areas, which are the responsibility of the ship's Chief Steward. He will be responsible for the complete and proper policing of his areas before the daily inspection and will accompany the inspection team on the daily inspection.

2. Duties of the Police and Sanitation Officer

a. Requisition the required number of men for the police and sanitation detail from the Troop Adjutant, maintain a roster thereof, and report all instances of absenteeism or dereliction of duty to the SUC for investigation or disciplinary action.

b. Apportion the detail among the several areas to be policed.

c. Insure that all facilities are in working order and report any deficiencies immediately to the Troop Office.

d. Accompany the Inspection Party during the daily inspection of the areas for which he is responsible.

e. Inform the Troop Office in the event proper temperature is not maintained or adequate ventilation provided.

f. Conduct periodic inspections to insure that accumulations of trash do not occur in any of the public areas.

g. Be responsible for insuring that the standards of cleanliness and sanitation outlined in the following paragraphs are maintained:

(1) Weather decks - will be swept daily prior to wash down by ship's crew (to prevent clogging of scuppers) and additional sweepdown and drydown as required thereafter. GI cans (10#) or other suitable receptacles for refuse will be placed in appropriate locations around the deck. Abandoned equipment, clothing, blankets, and life preservers will be returned to the Troop Office for disposition.

(2) Heads - will be prepared for the daily inspections, and policed continuously to insure maintenance of high sanitary condition. This requires that:

- (a) An adequate supply of toilet paper is available
- (b) Mirrors and fixtures are polished
- (c) Stains are removed from heads and urinals, and dirt removed from wash basins
- (d) Overheads (ventilators, cross beams, etc.) are kept clear from debris and dusted.
- (e) Shower stalls be kept free of accumulated soap and shower heads in place
- (f) Decks are swept, scrubbed, and swabbed dry
- (g) GI cans and other receptacles are properly cleaned and racks or lockers provided
- (h) Swabs are washed, wrung dry, and racked heads up
- (i) Vapor light globes are cleaned
- (j) Bulkheads are washed down and dust-free

(3) Companionways and Ladderwells - decks swept, scrubbed and swabbed dry, bulkheads washed down, overhead and hand rails washed.

(4) Recreational Areas - decks swept, scrubbed and swabbed dry, bulkheads washed down, overhead dusted, defective lights reported to the troop office, vapor globes polished and GI cans or other suitable receptacles provided for refuse cleaned. Recreational rooms will be continuously policed with a final wash down at 2130. All moveable furniture will be lashed or stowed in such a manner as to prevent sliding during rolling of the ship.

(5) Auditoriums - will be swept after every movie showing and properly policed.

3. Three Assistant Police and Sanitation Officers are normally appointed by the SUC to assist the Police and Sanitation Officer in his duties.

(a) One will be responsible for the policing of all troop heads and washrooms.

(b) One will be responsible for the policing of all open decks.

(c) One will be responsible for the public areas as follows: ladderwells, passageways, Troop Headquarters, Chaplain's Office, library, recreation room and auditorium. These areas must be policed several times daily.

4. Each Assistant Police and Sanitation Officer will be assigned a permanent detail of enlisted men in sufficient number to properly and completely perform the duties required. These men will be formed into groups by the officers and assigned definite duties with an NCO in charge.

5. There will be a latrine orderly on duty in each head and washroom from 0800 to 2300 hours daily. (Latrine guard will be posted during the period 2301 to 0759).

6. The Assistant Police and Sanitation Officers will stand by their respective areas and accompany the Inspection Team through their areas of responsibility. The NCO in charge of each area detail will be present during the daily inspection.

7. Details will be assigned for the duration of the voyage.

8. Cleaning gear will be obtained from the main cleaning gear locker.

9. Duties of Latrine Orderlies

(a) Keep all drains clear in urinals and wash basins.

(b) Scrub drain strainers in urinals frequently. Remove any materials clogging strainer. Do not force rubbish through strainer, but remove it instead.

(c) Prevent troops from vomiting in the urinals and wash basins. See that troops use the water closets instead.

(d) Insure that cigarette butts, matches, empty cigarette packs and paper are deposited in the trash cans provided and not in wash basins, urinals, or toilet bowls, nor on the decks.

(e) Insure that razor blades, papers, empty tooth paste tubes and all other rubbish are thrown in the trash cans provided.

(f) Prevent loafing in the latrines.

(g) Insure that there is an adequate supply of toilet paper on the racks and there is no toilet paper on the deck.

(h) Keep all deck drains or scuppers in the latrine clear at all times. If the latrine orderly is unable to clear any drain which is clogged, he will report the condition at once to the Sergeant Major in the Troop Office.

(i) Insure that the latrine is ready for inspection at all times.

(j) Report persons refusing to comply with these regulations to the nearest guard on duty, who will report same to the Sergeant of the Guard.

SECTION IV - SAFETY OFFICER

I. Safety Officer

1. The troop safety officer, under the SUC, will assist responsible ship's personnel in the enforcement of established safety procedures for passengers. He will bring to the attention of the SUC unsafe conditions or practices observed and attend meetings of the ship's safety committee.
2. The Safety Officer is responsible to the SUC for safety procedures pertaining to civilian and military passengers and for conducting safety inspections in troop and passenger areas with a view to detecting any accident-producing factors which might result in injury to personnel or damage to material or equipment.
3. Safety deficiencies which cannot be corrected by the Safety Officer on the spot will be reported to the COMILDEPT Office.

4. Duties of the Safety Officer:

- (a) The Safety Officer will become familiar with and enforce all safety regulations contained in this SOP.
- (b) Insure that the guards are familiar with the hazardous areas designated by "OFF LIMITS" signs and prevent access to these spaces by unauthorized personnel.
- (c) Secure personally, if possible, or report immediately to the COMILDEPT or his assistants, any piece of ship's equipment observed to have become adrift.
- (d) Insure that the guards are familiar with instructions pertaining to safety. Instruct the guard to be particularly observant to prevent hazardous transgressions on the part of passengers such as sitting on or leaning too far over the ship's rail, climbing on the ship's gear or into the rigging, running on deck or in companionways or tampering with electrical or mechanical equipment valves or switches.
- (e) Troops should be cautioned that the doors on this ship are of heavy fire-retarding type. If not properly secured, these doors may slam shut as the ship rolls, thus creating a serious safety hazard.
- (f) When in tropical waters, troops should be cautioned against excessive exposure to the sun. Sun tan lotion is available and on sale at the ship's exchange.
- (g) All troops are urged to make use of the hand rails when descending or ascending the ship's ladders.
- (h) Brief Mess Sergeant concerning safety precautions in galley, i.e. knives, hot grease, mixers, grinders, electrical equipment, etc.
- (i) Injury to passengers: The Safety Officer will submit a complete report of injuries suffered by all passengers who are members of the Armed Forces. He will utilize NAVEXOS 108 (Supervisor's Report of Accident) whenever possible. The original and two copies will be submitted to the Senior Unit Commander for the Commanding Officer, Military Department. This report will be in addition to any other injury or accident reports required by current Army directives.

SECTION IV - TRAINING, INFORMATION, AND EDUCATION OFFICER

J. Training, Information and Education Officer

1. The Training, Information and Education Officer is responsible to the SUC for planning and scheduling the training, orientation, and educational program for the troops.

2. The Training Officer will be assisted by other transient officers available, together with transient troops. Qualified cabin and troop class passengers will be encouraged to contribute their services to the I & E program. It is the responsibility of the Training Officer to select and organize his own group of assistants. Upon application to the Troop Adjutant and with the consent of the SUC, selected military personnel will be assigned to his staff for the duration of the voyage.

3. The Training Officer will coordinate his activities with the Special Services Officer and, to avoid conflict, their respective schedules will be developed in conference with the XOMILDEPT.

4. Literature, equipment and supplies are provided to assist the Training Officer in the accomplishment of his mission.

5. Training films may be drawn from the XOMILDEPT.

6. Give assistance in selecting and organizing the Newspaper Staff. Supervise the preparation of the ship's newspaper, insuring its daily distribution.

7. Edit the contents for policy and good taste and for strict compliance with existing directives, and check while in stencil form for accuracy, grammatical errors, offensive language, highly partisan political views, statements of a racial nature, advocacy of foreign political ideologies, offensive dealing in personalities and statements hypocritical of the United States Government and its instrumentalities. Include as a permanent feature in the ship's newspaper: (1) Latest news flashes; (2) training column; (3) Personal Affairs Column; (4) Chaplain's Corner; (5) Day's Entertainment Programs; (6) Lost and Found Section; (7) Day's Cartoon; (8) The Inquiring Reporter; (9) Announcements of Shipwide Interest. The final responsibility for releasing the newspaper rests with the Commanding Officer, Military Department.

SECTION IV - SPECIAL SERVICES OFFICER

K. Special Services Officer

1. The troop special services officer and other military personnel, assigned to special services duties by the SUC, will assist the ship's special services personnel in the planning and conduct of recreational activities.

2. The Special Services Officer is responsible to the SUC for creating and sustaining the highest possible morale among passengers through the medium of a well-planned recreation and entertainment program. Officers, civilian passengers and maritime crews may participate in planned activities.

3. The Special Services Officer will function under the supervision of the MILDEPT Special Services Officer. Qualified passengers will be encouraged to contribute their services. Upon application to the Troop Adjutant and with the consent of the SUC, selected military personnel will be assigned to his staff for the duration of the voyage.

4. The Special Services Officer will coordinate his activities with the Training Officer and, to avoid conflict, their respective schedules will be developed in conference with the NOMILDEPT.

5. Equipment and supplies have been provided to assist the Special Services Officer. A list of items currently available on board ship may be obtained from the MILDEPT Special Services Officer.

6. Duties of the Special Services Officer:

a. Motion Pictures - insure that the movie area is properly set up at the prescribed times for showings, schedule attendance of troops by compartment, if necessary, coordinate with the Provost Marshal for guard detail to maintain order and establish details for policing at the termination of the troop showings.

b. Talent Shows - Solicit talent, plan programs, schedule rehearsals, arrange coaching and be responsible for the theatrical properties.

c. Music Program - Draw musical instruments and be responsible for their return. Organize one or more of the following according to the talent available: Brass Band, orchestra, hill-billy band, instrumental music, group glee club and/or choir.

d. Songfests - Draw music kits from the Special Services Officer, MILDEPT, and be responsible for their return. Provide leader, organize community singing and supplement with recordings.

e. Small Games - Distribute and be responsible for the return of such small game materials as cribbage boards, dominoes, monopoly, chess, etc.

(1) Bingo - Be present at and generally supervise bingo games.

(2) Supervise all other special services activities in a like manner.

f. Athletics and Recreation - When practicable, organize boxing and wrestling bouts, set up a punching bag, designate suitable areas for their use and provide medicine balls, shuffleboard equipment, softball, ring toss, dart board, skip rope and such other material as is available.

g. Library - Appoint librarians to assist the Chaplain in administration of the library. Personnel should be encouraged to return paper bound volumes to the library after they have finished reading them.

h. Sound Room - Assign technicians and/or qualified personnel to this room to play radios and records for passengers enjoyment, under the supervision of the ship's special services officer.

L. Compartment Commanders

1. Each compartment commander shall be responsible to the SUC for the condition of a designated troop compartment. He shall ensure that his compartment is ready for, and that he is present, during each inspection, and that his compartment is kept in a high state of cleanliness and order.

a. Compartment commanders shall ensure that bulletin boards are posted with orders and other information promulgated by the SUC.

b. Compartment commanders shall control troops in their compartments during drills and in emergencies. Specific instructions governing responsibilities of compartment commanders shall be issued by the SUC.

2. Compartment Commanders are most important and their responsibilities are many and varied. A well organized and run compartment means an "easy" trip. The Compartment Commander will answer questions, furnish assistance and, if necessary, refer problems to higher echelon.

3. Duties

a. Embarkation.

(1) Report to troop office for instructions and rosters.

(2) Be present in compartment and complete a sight ID Card Muster as soon as possible. Results of all musters will be submitted to the troop office immediately upon completion.

(3) You will be notified of what details will be assigned from your compartment. Turn in to the Troop Office the list of men placed on the various details. Insure that the men know what details they are on, where, when, and to whom they should report.

(4) Linen will be issued at a time and place to be announced. It is the responsibility of the Compartment Commander to send a large enough detail to pick up two sheets, one pillow case and one blanket for each man assigned to the compartment.

(5) The MILDLPT Boatswain's Mate will come through your compartment and show how gear is to be stowed, bunks made up, where life jackets are to be placed, and emergency evacuation routes.

(6) Insure that troops are familiar with general regulations, safety regulations, emergency evacuation routes, and the daily shipboard routine. This information will be posted on the troop bulletin board.

(7) Berth troops so that all men assigned to a specific detail are in a specific area of the compartment. Troops are not to be moved from one compartment to another without the SUC's or COMILDLPT's approval. Insure that head-to-foot sleeping is being followed.

b. Underway

(1) Insure that a daily sight ID card muster is taken and the muster report submitted to the Troop Office by 0730 each day.

(2) Report to compartment immediately when general alarm is sounded. Insure that Emergency Drill Procedure (Section V) is followed to the letter.

(3) Inform Troop Office of any deficiencies in heating, lighting, ventilation, etc.

(4) Insure that compartments are prepared for daily inspections.

(5) Insure that proper personnel are standing by the compartment for inspection.

(6) Be responsible for the cleanliness of their respective compartments and all ladders and ladderwells leading up from their compartments.

(7) Establish a 24 hour Charge of Quarters. The CQ will:

(a) Insure that no one destroys or misuses any ship's property and that a constant state of police is maintained.

(b) Insure that all details are called on time.

(c) Enforce all troop class regulations.

(d) Keep order in the compartment at all times.

(e) Be especially watchful for fire. If a fire is discovered, report to the nearest fire alarm box or to the Troop Office and stand by to direct firemen. Awaken men and have them evacuate the compartment.

(f) Carry out, without question, any instructions issued by the Compartment Commander or the Assistant Compartment Commander.

c. Debarkation - Insure that:

(1) All linen and blankets are turned in.

(2) All personnel know their debarkation numbers.

(3) All gear is stacked in correct areas and in proper order to expedite debarkation.

(4) Compartments are thoroughly cleaned.

(5) All men are accounted for when directed to ready compartment for debarkation. All discrepancies will be reported to troop office.

SECTION V - EMERGENCY DRILLS

ALL PERSONNEL WILL BECOME FAMILIAR WITH THE FOLLOWING DRILLS AND PROCEDURES:

A. FIRE AND EMERGENCY DRILL

1. Signal: Steady ringing of the general alarm bells and rapid ringing of the ship's bell for at least 10 seconds followed by announcement on the PA system.

2. ACTION: All personnel report to their compartments, don life jackets with straps (except leg straps) properly tied, and suitable head covering. Stand by for further instructions.

B. ABANDON SHIP DRILL (BOAT DRILL)

1. Signal: More than six (seven or more) short blasts and one long blast on the ship's whistle and the same signal on the general alarm bells, followed by PA announcement in ships so equipped.

2. ACTION: All personnel report to their compartments, don life jackets with straps (except leg straps) properly tied, and suitable head covering. All personnel report to their line boat stations via pre-arranged evacuation route. Stand by, facing outboard, and await further instructions.

C. MAN OVERBOARD DRILL

1. Signal: Three long rings on the general alarm bells ("O"), announcement on the PA system in ships so equipped, three long rings on general alarm bells.

2. ACTION: All troops (except guards) report to compartments and stand by for muster. Compartment Commanders will muster their men and submit this report to the Sergeant Major's Office. The Sergeant of the Guard will muster guards on station and submit report to Sergeant Major's Office. The Sergeant Major will compile the reports and give the final muster report to the COMILDEPT. MILDEPT muster cabin class passengers and submit report to COMILDEPT.

3. IF NOT A DRILL: If a man falls overboard, personnel witnessing fall will immediately shout "MAN OVERBOARD" to the nearest guard, throw life ring near the man, and exert all possible effort to keep the man in sight. All other personnel will follow 1 & 2 above.

D. ABC DEFENSE DRILL

1. Signal: For ABC defense, the steady ringing followed by short and long rings ("A") on the general alarm bells for at least another 10 seconds. Supplementary PA announcements shall be made in ships so equipped.

2. ACTION: All passengers will report to their compartments and await further instructions. It is not necessary to put life jackets on during this drill. All guards will take cover inside the nearest ladderwell to their guard post.

E. COLLISION DRILL

1. Signal: Steady ringing of the general alarm bells and rapid ringing of the ship's bell for at least 10 seconds followed by announcement on PA system.

2. ACTION: Same as B2 above.

F. MISCELLANEOUS INFORMATION PERTAINING TO DRILLS

1. Guards will remain on posts during all drills. They will not wear life jackets during drills.

2. Compartment commanders will instruct all troop personnel as to proper evacuation routes.

3. There is absolutely no smoking or unnecessary talking during drills.

4. The signal for dismissal from drills is three short blasts on the ship's whistle and general alarm system. When this signal is sounded, personnel will return their life jackets to their proper locations and be free to carry on.

5. NEVER SMOKE when life jackets are near; they are highly inflammable.

6. Duties and Stations:

a. Fire and Emergency Drill

(1) Special Stations: COMILDEPT and SUC on Bridge to assist Master with passengers. XOMILDEPT in MILDEPT Office directing control of all passengers. Troop XO in Troop Office controlling troop passengers.

(2) Cabin Passengers: Upon the sounding of the Fire and Emergency signal, all passengers who are not assigned special duties will proceed to their cabins for further instructions. Do not block ladders, doors or passageways.

(3) Troops: Upon the sounding of the Fire and Emergency Signal, troops will return immediately to their compartment, put on their life jackets and stand at ease by their bunks for further instructions. In going to compartments, troops will not interfere with, or block the passage of ship's fire fighting or damage control parties.

b. Abandon Ship Drill

(1) Special Stations: Provost Marshal - take station on No. 2 hatch. Enforce general regulations and maintain order and discipline. Corporal of the Guard - No. 2 hatch; assist Provost Marshal. Officer of the Day - Take station on No. 7 hatch. Enforce general regulations and maintain order and discipline. Police and Sanitation Sergeant - No. 7 hatch, assist the Officer of the Day. Four Officers - to be designated by the SUC as traffic guides. They will take stations on the 1st deck as follows, one each just forward of No. 1 and 2 boats and just aft of No. 11 and 12 boats. They will see that troops keep moving and walk fast but don't run. See that all troops return to their compartment quickly when secure is sounded.

(2) Each compartment commander will send a report via the Assistant Compartment Commander, to the Voyage Staff Executive Officer in the Troop Office when his compartment is clear. When all compartments have reported, the Voyage Staff Executive Officer will send a report to the SUC on the bridge that all compartments are clear. The SUC will report all compartments cleared to both the Master and the COMILDEPT.

(3) Cabin Passengers: Cabin passengers not assigned special stations will report to their respective abandon ship stations as posted on life jacket instruction cards located in each stateroom.

(4) Troops: On sounding of the signal for abandon ship all troops not assigned special stations will leave their compartments upon the order of the Compartment Commander. The troops in the lowest compartments (those on the fourth deck) will start up the ladders first. When the last man has left his compartment, the compartment commander will inform the commander of the compartment directly above his (usually on 3rd deck) that the lower compartment has been cleared. The evacuation of the second level compartment will then begin. This procedure will be followed until all compartments have been cleared. The assistant compartment commander and the compartment sergeant will be the first to leave the compartment; one will enter the ladderwell from port, the other from starboard. The compartment commander and corporal of the compartment will be the last to leave the compartment and will follow their troops up to their assembly area. The CQ on watch will be the last troop to leave the compartment. The assistant compartment commander will be directed by the compartment commander to report to the voyage staff Executive Officer in the Troop Office that the compartment has been cleared, giving the compartment number.

The assistant compartment commander will then report to the assembly area for his compartment. Troops will be instructed that upon reaching the main deck those quartered in compartments 4-1, 2-2, 3-2, 4-2, 2-3, 3-3, and 4-3 will move forward toward the bow occupying that area between the bow and the forward ends of numbers 1 and 2 lifeboats. Those quartered in compartments 4-4, 4-5, 4-6, 2-7, 3-7, and 4-7 will be instructed that upon reaching the main deck, to move aft and occupy the area between the after ends of numbers 11 and 12 lifeboats and the stern.

(5) Troops in the various compartments will use ladderwells as follows, and both port and starboard ladders will be used:

| <u>COMPARTMENTS</u> | <u>ROUTE</u> | <u>ASSEMBLY AREA</u> |
|---------------------|--------------------|----------------------|
| 4-1 & Brig | Ladderwell #1 | FWD of #2 hatch |
| 2-2 | Ladderwell #2 & 2A | FWD of #2 hatch |
| 3-2 | Ladderwell #2 & 2A | FWD of #2 hatch |
| 4-2 | Ladderwell #2 & 3A | FWD of #2 hatch |
| 2-3 | Ladderwell #3 & 3A | FWD of #3 hatch |
| 3-3 | Ladderwell #3 & 3A | FWD of #3 hatch |
| 4-3 | Ladderwell #3 & 3A | FWD of #3 hatch |
| 4-4 | Ladderwell #4 & 4A | FWD of #3 hatch |
| 4-5 | Ladderwell #5 | AFT of boats 11&12 |
| 4-6 | Ladderwell #6 & 6A | AFT of boats 11&12 |
| 2-7 | Ladderwell #7 & 7A | AFT of boats 11&12 |
| 3-7 | Ladderwell #7 & 7A | AFT of boats 11&12 |
| 4-7 | Ladderwell #7 & 7A | AFT of boats 11&12 |

A. TROOP CLASS REGULATIONS - The following regulations shall be read to all passengers by the respective assigned Compartment Commanders and conspicuously posted on compartment bulletin boards:

1. Any embarked personnel having knowledge of or believing a person to be missing will make an immediate report to the Adjutant.
2. Call "Man Overboard" immediately on observing any person falling overboard. Throw life ring or life jacket immediately to the man overboard. Report incident to the Bridge or nearest guard.
3. Troops will change into fatigues and low quarter shoes as soon as practicable, with the exception of the Guard. The uniform for guards will be prescribed by the SUC. Mixed uniforms will not be worn at any time.
4. Neatness and cleanliness are of primary importance while on board. Troops will shower and shave daily.
5. The use of profane and obscene language is prohibited.
6. The selling, appropriation of, or giving away government property is prohibited.
7. Introduction, possession or consumption of intoxicating liquors on board naval vessels is prohibited.
8. Gambling on board naval vessels is prohibited.
9. Social contact with members of the ship's crew is prohibited.
10. Troops may turn valuables in to the Troop Office, money in to the Purser's Office and weapons to COMILDEPT.
11. All "Off Limits" areas shall be strictly observed.
12. Curfew is at 2300 hours, at which time all decks shall be cleared and compartment lights extinguished.
13. Keep out of lifeboats until ordered to enter them.
14. Sunbathing is permitted only in areas designated by the Master or COMILDEPT.
15. Tampering with the ship's lights, ventilators, fire-fighting equipment, heating apparatus, electrical and alarm systems, or fire screen doors is prohibited.
16. Any utilities found not to be in proper working order will be reported to the Troop Office.
17. To prevent a breakdown of ship's plumbing, toilets will be used only for the purpose for which they are designed. No paper other than toilet tissue will be deposited in the toilets.
18. Throwing trash in toilets, on deck, or over the side is prohibited. Receptacles for trash are provided and must be utilized.
19. Troops will mess on schedule by compartments. Mess tickets will be shown at each meal. No man will be fed except with his compartment.
20. Removing food or utensils from the mess hall is prohibited.
21. Troops will not transfer from one compartment to another without the permission of the SUC.
22. Troops are required to keep bunks clean. Shoes and uniforms will not be worn at any time when lying in bunks. Only one person will sit on a bunk at one time.
23. Pillows, mattresses, and blankets are not to be removed from the compartment.

24. Life jackets will not be used as pillows or cushions at any time, and will be tied to the head of each bunk.

25. Head-to-foot sleeping is a health requirement and will be enforced.

26. Familiarity with life boat regulations, the location of assigned assembly areas, and routes to them is the responsibility of each individual.

27. "Coke" machines are provided aboard for comfort and convenience. Do not abuse these machines as there are no repair men aboard. Slugs or foreign coins will render the machine inoperative. "Cokes" shall not be removed from the immediate area of the coke machines.

28. Life jackets will be returned to the troop compartments immediately after the completion of Fire and Boat Drill. Never smoke while carrying life jackets; they are highly inflammable.

29. Troop areas will be inspected daily at 1000 hours by the COMILDEPT, the SUC, and his staff. An inspection will be held on Sunday at the discretion of the COMILDEPT or SUC.

30. A daily safety inspection will be held at approximately 2200 hours.

31. It is the responsibility of all troops on board to consult the bulletin board at least twice daily. Roster of details, announcements, regulations and orders will be posted there together with schedules for mess, sick call, Navy Exchange, library, movies, church service, etc.

32. Ignorance of the ship's regulations and daily routine orders will not be accepted as an excuse in breach of discipline or failure to obey orders. It is emphasized that a moment of carelessness by an individual or half-hearted compliance with orders can seriously effect the safety of all.

33. Smoking is NOT permitted in troop living compartments or troop's mess. Smoking is permitted in the heads, washrooms, recreational areas, ladderwells, and on deck when the ship is underway. Smoking is not permitted during embarkation or debarkation or on the open decks while the ship is alongside the pier.

34. FIRE is the worst enemy on board a ship. Lighted cigarettes/cigars/pipe tobacco will not be thrown over the ship's side; they will be put out and deposited in receptacles for that purpose. In case of fire every effort will be made to extinguish same by those on the scene, and the fire will be immediately reported to the Troop Office. The Troop Office will immediately notify the Bridge, giving the exact location of the fire and any other available information.

35. Ladders, passageways and landings shall be kept clear at all times. Sitting on ladders or landings is prohibited.

36. Letters for mailing may be deposited in the ship's U.S. Mail boxes.

37. Possession of firearms, weapons, explosives, knives (with blades longer than 3 inches), black-jacks, swords, knuckles, etc., is prohibited. Persons having weapons may turn them in to the Troop Office for safekeeping.

B. TROOP SAFETY PRECAUTIONS

1. Maintain control of doors by use of knobs or handles.
2. Use designated receptacles for disposal of refuse or trash.
3. Keep your movements to a minimum when the ship is pitching or rolling.
4. Use handrails when ascending or descending ladders.
5. Stand clear of magnetically operated FSD doors (Fire Screen Doors).
6. Smoke in designated areas only.
7. No running aboard ship.

8. No climbing on ship's rails, rigging, or machinery.
9. Do not place any gear on overheads, beams, ducts, ventilators, etc., as motion of the ship may cause gear to fall with subsequent injury.
10. Do not store loose gear (AWOL bags, equipment, cleaning gear, etc.) on decks. Use designated storage areas only.
11. Do not tamper with any of ship's machinery, i.e. automatic operating water tight doors, electrical, ventilation, steam systems, etc.
12. Do not unscrew light bulbs to extinguish electrical lights. Use light switches.
13. Ship's doors are a heavy fire-retarding type and should be secured and handled with extreme caution to prevent injury and/or accident.

C. DAILY INSPECTIONS

1. Normally, two inspections will be held daily. There will be a morning inspection to insure that a high state of cleanliness is being maintained in all troop areas, and an evening inspection which will be for insuring high safety standards. In addition, the evening inspectors will inspect decks for cleanliness and public areas to insure that proper "policing up" is being maintained.

2. Personnel on inspection parties.

a. Morning: COMILDEPT, Chief Boatswain's Mate, SUC, CO of Troops, Police and Sanitation Officer, Troop Sergeant Major, and a recorder.

b. Evening: Navy Chief Boatswain's Mate, Army Duty Officer, Safety Officer, Assistant Police and Sanitation Officer, Assistant Sergeant Major and a recorder.

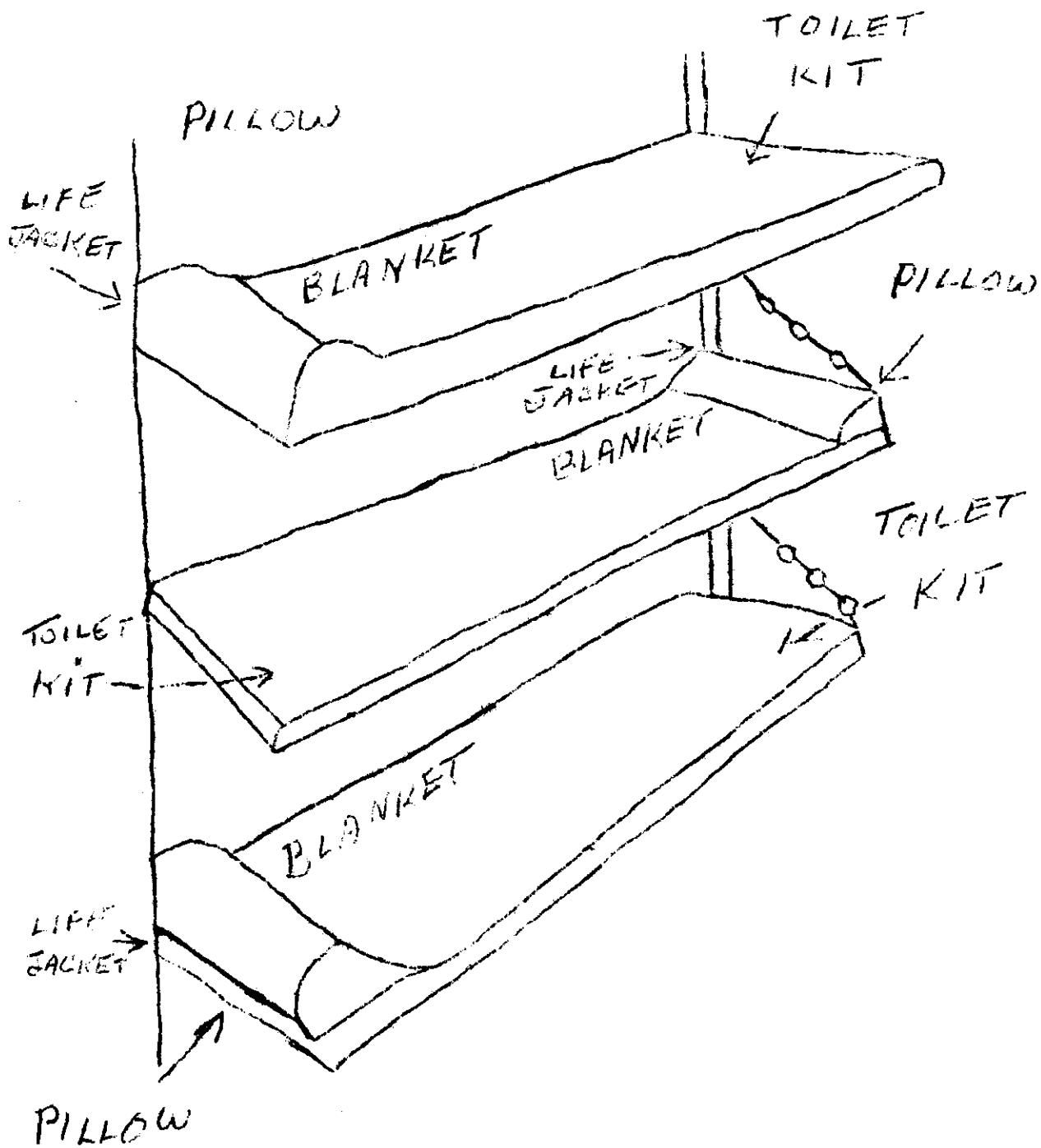
3. Inspection procedures:

a. Morning: All personnel in charge will stand by their respective spaces, salute, and present spaces to the Senior Naval Officer on the Inspection Party.

b. Evening: All assistant personnel in charge will stand by their respective spaces, salute, and present spaces to the Senior Officer on the Inspection Party.

4. All members of the inspection party will meet 5 minutes before the scheduled inspection at the Troop Office.

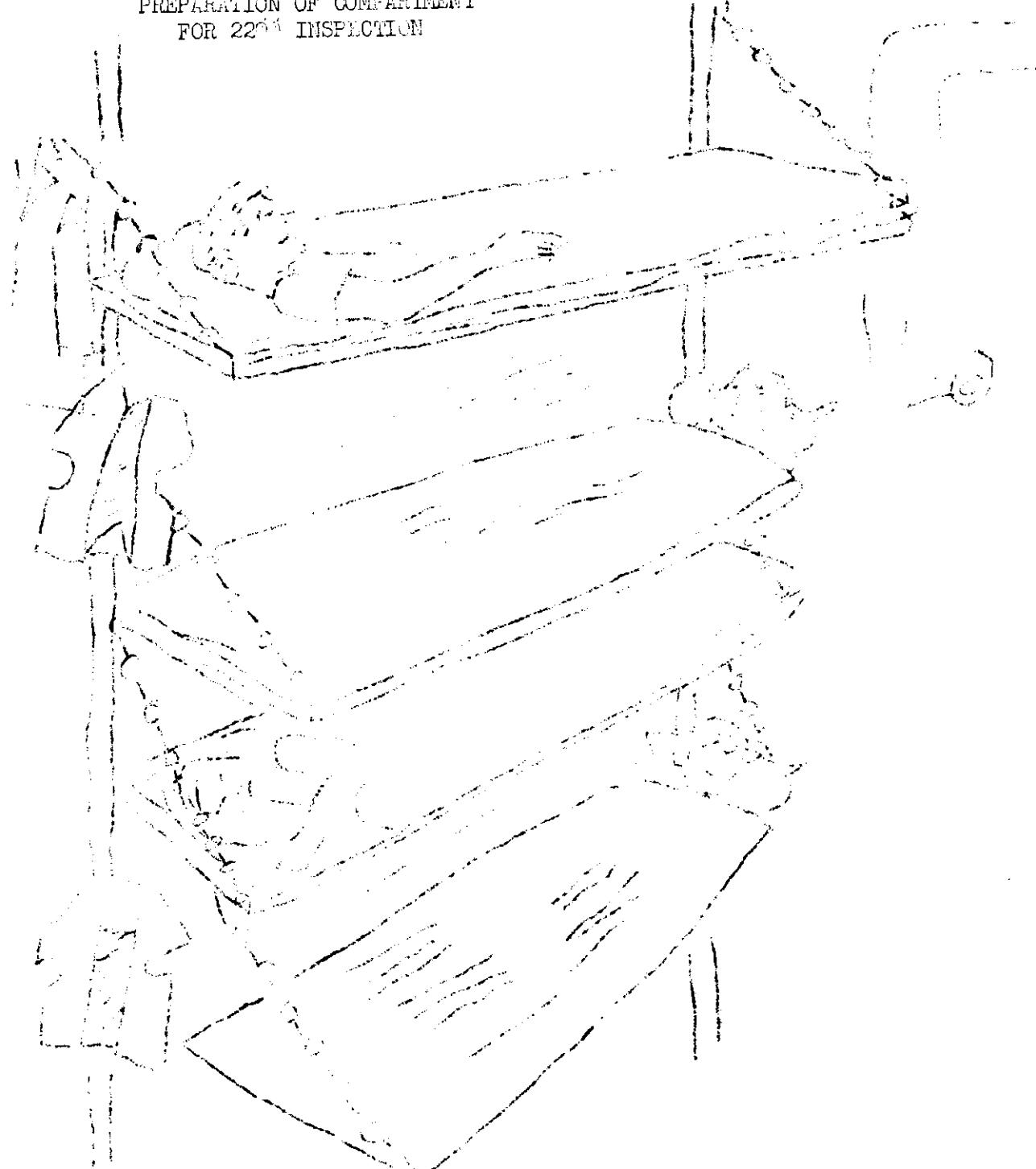
CHART FOR COMPARTMENT INSPECTION



SPECIAL INSTRUCTIONS

1. Hang duffle or sea bags and field packs from jackstays or stack neatly in designed areas.
2. Place pillow at one end of bunk. Alternate this arrangement for every other bunk.
3. Lifejackets will be tied to the head of each bunk. A toilet kit may be placed at the foot of the bunk.
4. No boots, shoes, or luggage will be permitted on the bunks, but boots or shoes may be tied to chain at head of the bunk.

PREPARATION OF COMPARTMENT
FOR 22nd INSPECTION



SPECIAL INSTRUCTIONS

1. Hang duffle bags and field packs from jackstays or pile neatly in designated areas
2. Head to foot sleeping.
3. Life jackets tied to bunk chain. (Do not use for pillows)
4. Uniforms and overcoats will be on hangers and will hang at the end of bunk.
5. Tie all boots and shoes to bunk. Stay out of bunks with boots on.
6. Bags or clothing will not be hung from overhead pipes or cables at any time.
7. Do not place any material on the overhead beams, vents, etc., or on steam lines and pipes (except jackstays) along bulkhead.

D. GENERAL ORDERS FOR ALL GUARD POSTS

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the Troop Office than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the day, officers and non-commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of man overboard, fire and disorder.
9. To call the commander of the relief in any case not covered by instructions.
10. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.
11. Enforce curfew at 2300 hours for all passengers.
12. For regulations and instructions for specific Guard Posts see Appendix D.

VI - GENERAL REGULATIONS SECTION "E"

E. EMBARKATION/DEBARKATION BILL - Conduct embarkation and debarkation procedures outlined herein as minimum requirements for these functions:

1. The principle of controlled accountability, identification and safety of embarking/debarking passengers is given precedence over all other considerations.

2. Controls will be established at the gangways where it is secured to the ship. This will be separate and distinct from any assistance that port authorities may request from the MILDEPT.

3. A positive check of all passengers embarking or debarking will be maintained.

4. To ensure positive accountability of passengers during embarkation, debarkation, and at sea, the following procedures are established and effective:

a. Using separate copies of passenger list, the Port Representative of Shipper Service(s) and the MSTs Port Representative and/or MILDEPT Representative (USN), Transportation Department (USA) as designated by the MSTs Area Commander will conduct a simultaneous check of all passengers embarking or debarking. The system employed will cause the least inconvenience to passengers.

b. Upon completion of the embarking or debarking, the Shipper Service(s) Port Representative and the designated MSTs authority will compare the two checked-off passenger lists to assure accuracy.

c. Annotations of passenger lists at embarkation, debarkation, and at sea are standardized as follows:

(1) During embarkation and debarkation a blue pencil mark through passenger's name denotes that person was present and identified and a red pencil mark encircling passenger's name denotes the person was not present and identified.

(2) Upon completion of the comparison of passenger lists in paragraph 4b above a red line through passenger's name indicates that person did not embark or debark. In event of discrepancies between checked off passenger lists of MSTs and Shipper Service an immediate search of ship and pier facilities will be conducted prior to final deletion of individual from passenger list in order to determine whether the person did or did not embark or debark. The MILDEPT Leading Yeoman, at sea, in preparing copies of corrected passenger list to be used for debarkation will place a green pencil mark through names of passengers who did not board at port of embarkation. Additionally, the MILDEPT Leading Yeoman will encircle with green pencil mark the names of passengers who will not debark by reason of death or transfer at sea, etc., with a short explanatory note in margin.

5. A MILDEPT Officer will be assigned as embarkation/debarkation officer. His duties will include:

a. Being present at gangway at the start of embarkation/debarkation.

b. Insuring that proper procedures are adhered to.

c. Checking periodically on the progress of embarkation/debarkation.

d. Being present at reconciliation of passenger lists with the Shipper Service(s) Port Representative.

6. Embarkation:

a. One MILDEPT RLP will be stationed at the head of each gangway to check off names of passengers as they board. He will be assisted by one man to control the flow of oncoming passengers and another to issue meal or berthing cards.

VI - GENERAL REGULATIONS SECTION "E"

- b. The MILDEPT REP will maintain control at the head of all gangways until ship gets underway to insure that additional passengers are checked on board if they arrive after the initial embarkation is completed and to insure that passengers checked on board remain on board.
- c. An adequate number of MILDEPT personnel will be assigned to control the flow of troops and lead them to their proper compartments.
- d. The COMILDEPT will insure that true and correct copies are prepared from the master passenger list for use by port authorities.

e. Voyage Staff:

(1) Upon embarkation and after completion of briefing and reviewing individual duties, they will report to their respective areas of authority and assume their duties.

(2) As soon as possible after embarkation, an accurate sight I.D. card muster of all troops will be taken by the embarked Senior Unit Commander. If food handlers, guards, etc. are already on detail, the respective NCOs in charge of these details will conduct a sight I.D. card muster of such personnel.

(3) All muster reports will be forwarded to the Adjutant on Appendix B, who will compile, verify and forward via the SUC to the COMILDEPT on Appendix C.

(4) As soon as possible after embarkation an accurate sight muster of all cabin class passengers, if aboard, will be taken by the COMILDEPT.

7. Debarkation

a. Prior to arrival in port, the MILDEPT Chief Boatswain's Mate will instruct troops as to debarkation procedures and supervise the distribution of records, debarkation tags (if applicable) and the stacking of baggage.

b. One MILDEPT REP will be stationed at the head of each gangway to maintain a positive check of debarking passengers. He will be assisted by one man to control the flow of passengers.

c. The MILDEPT REP will maintain control at all gangways until all passengers have debarked.

d. Voyage Staff:

(1) Will insure that adequate personnel are available to police spaces occupied.

(2) Turn over all Voyage Staff files to MILDEPT Chief Boatswain's Mate.

e. MILDEPT Chief Boatswain's Mate will ensure that a thorough search is conducted of all passenger areas and assume custody of any personal gear found adrift. Gear found adrift of any apparent value shall be turned over to the port MSTS representative with a report made to COMSTSPAC.

f. Passenger lists and Voyage Staff files will be retained for one year by MILDEPT Office. Passenger lists retained will be those actually used to check off embarking and debarking passengers.

VI - GENERAL REGULATIONS SECTION "F"

F. TROOP MUSTERING PROCEDURES

1. Troop sight I. D. card musters will be conducted daily. The day of debarkation will be no exception. The muster on embarkation day will be held at the first opportunity after getting underway. At sea the COMILDEPT will:
 - a. Ensure that an accurate sight muster of troops is taken daily by the embarked Senior Unit Commander during the extent of the voyage in accordance with the USNS POPE'S Standard Operating Procedures.
 - b. In event of discrepancy between passengers on board and those listed on the passenger list, notification will be made immediately to the appropriate MSTS Area Commands and officers at Port of Embarkation.
2. The COMILDEPT will insure that the troop office has a breakdown of troops assigned to each compartment prior to the first muster.
3. The results of all musters conducted by Compartment Commanders will be submitted to the Adjutant on Appendix B immediately upon completion of muster.
4. The Adjutant will then reconcile the muster lists of the Compartment Commanders and NCO's in charge of work details to determine if all troops are on board.
5. The results of the daily sight I. D. card musters will be reported by the Adjutant via the SUC to the COMILDEPT prior to 0900 on Appendix C.
6. The COMILDEPT has the responsibility of notifying the Master daily of the accountability of all passengers embarked.

G. STRANDED U. S. CITIZENS (Destitutes, undesirables, military personnel released from duty in the Far East, etc.)

1. In accordance with BUWMEINST 4650.10 series, MSTS is authorized to transport certain U.S. citizens if they are certified by an American Consulate. They will travel troop class (Females cabin class) space available.

2. The Department of State will:

a. Assure that sponsored passengers are in good physical condition.

b. Advise passengers that they will comply with all passenger rules and regulations.

c. Advise passengers that they are authorized government travel only to the port of debarkation.

3. Disciplinary Action - Stranded U. S. Citizens come under Article 2, Section II of UCMJ. COMSTS does not desire that disciplinary action be taken except in unusual circumstances. The COMILDEPT may subject a civilian passenger to the provisions of the UCMJ if such action is necessary for the safety of the ship and/or its passengers. A full report of each case shall be made to the agency sponsoring the civilian concerned. Copies of the report will be furnished to the MSTS command exercising operational control of the ship (COMSTSINST F3120.2C, Paragraph 1-6-11(f)).

H. BRIG REGULATIONS

1. The provost marshal or prisoner escort officer (if assigned) is responsible to the SUC for the proper operation of the brig. He shall also function as a compartment commander of the brig. All compartmental instructions apply to the brig.

2. Classifications of Prisoners

a. Minimum Custody implies:

- (1) Proven trustworthiness.
- (2) May be assigned duties outside the brig compound.
- (3) Supervision need not be immediate or continuous.
- (4) Assignment to least secure prisoner quarters.

b. Medium Custody implies:

- (1) Assignment to any ordinary prisoner work.
- (2) Supervision should be immediate and continuous but not necessarily armed.
- (3) Assigned to ordinary prisoner quarters.

c. Maximum Custody implies:

- (1) Ordinarily assigned duties only within the brig compound.
- (2) Supervision should be immediate and continuous.
- (3) Prisoners may be permitted outside brig compound only with approval of brig officer and under armed guard.
- (4) Assignment to most secure prisoner quarters.

3. The following procedures concerning confinement will be followed:

a. Confinement order signed by COMILDEPT and SUC.

b. Complete physical examination given by Medical Officer (shower required prior to examination).

c. Copies of Confinement orders will be distributed as follows:

- (1) COMILDEPT
- (2) SUC
- (3) Troop Office
- (4) Bridge (for entry in Ship's log)

4. Inspections (when Brig occupied):

a. The Provost Marshal or his representative shall conduct daily inspections at 0800, 1300 and 2130 to prevent malpractices and to insure that established procedures and schedules are carried out.

b. The Police and Sanitation Officer or his representative shall conduct daily inspections at 0930 and 2130 to insure that cleanliness and upkeep are maintained.

c. The Medical Officer will hold sick call daily in the brig.

d. The Chaplain will visit the brig daily, and prisoners will be entitled to attend daily worship services.

5. Guards: Whenever prisoners are confined, one guard shall be posted immediately outside the brig. Guards shall never open the brig door for any purpose unless another guard or person in authority is present. The guard will be supplied with a key to the brig. A runner will be on watch with the guard at all times to relay messages to higher authority. It shall be the duty of the guard stationed at the brig to:

- a. Avoid striking or laying hands on prisoners except in self-defense or to prevent escape or injury.
- b. Avoid the use of abuse, profane language or corporal punishment in dealing with prisoners.
- c. Avoid fraternization.
- d. Insure that belts, shoe laces, and all personal effects are removed from prisoners.
- e. Insure by visual inspection at least hourly, or more often if deemed expedient, that all prisoners are well and safe.

6. Escorts: Ordinarily, not more than one chaser should be assigned to any single prisoner. The following ratio of chasers to prisoners is suggested as normal for medium custody prisoners: One chaser for 1 to 10 prisoners; two chasers for 11 to 30 prisoners.

7. Uniform and Equipment: The uniform for confined prisoners will at all times be the work uniform. Prisoners are required to keep the brig clean at all times. Cleaning gear is retained at the entrance to the brig and will be supplied by the guard when cleaning is necessary.

8. Personal Property: Upon confinement to the brig, prisoners will be relieved of all personal property, including money and valuables. Articles will be turned over to the Provost Marshal for safe-keeping and an itemized receipt will be given to the prisoners. Upon prisoners' release from the brig, personal property will be returned.

9. Personal Appearance and Hygiene:

- a. Prisoners are required to maintain at all times a presentable personal appearance and hygiene.
- b. Toilet articles shall be used only during the wash periods.
- c. Prisoners will be taken, under guard, to the nearest head (compartment 3-1) for washing purposes prior to each meal.

10. Emergency Drills:

a. Prisoners will participate only in ABANDON SHIP DRILL. For other drills they will remain in the brig.

b. At abandon ship drills prisoners are to don life jackets and head coverings, and are to be escorted to their stations. In the event of an actual emergency, the COMINDEPT, upon receipt of orders from the MASTER, will cause all prisoners to be released.

11. Nourishment: Only Maximum Security prisoners and persons confined on bread and water will have their meals served in the Brig. Other prisoners will be escorted under guard to the galley and will eat 1 hour before, and separate from, the regular troops.

12. The daily routine of personnel confined to the brig is to be as nearly the same as that of other embarked passengers as is feasible. The following schedule should be used as a guide:

0600 - - - Reveille (trice up bunks)
0630 - - - Breakfast
0700 - - - Police brig
0930 - - - Inspection
1100 - - - Lunch (bunks may be lowered)
1230 - - - Trice up bunks
1630 - - - Supper
2000 - - - Bunks may be lowered
2130 - - - Inspection

13. General Instructions:

a. Prisoners will shave and shower daily and be taken in groups not to exceed 10 men.

b. No prisoner is to be permitted to sit or lie down on a bunk between the hours of 0600 to 1130 and 1230 to 2000.

c. Smoking is prohibited in the brig. At no time will any prisoner be allowed to have in his possession any matches, cigarette lighters, or any other inflammable materials.

d. Minimum and medium custody prisoners should be required to take one hour physical exercise daily, on the weather decks if practicable.

e. Maximum custody prisoners shall be given a minimum of 15 minutes physical exercise daily.

f. Prisoners are not to engage in conversation with guards, passengers, other prisoners or crew members.

g. See that prisoners are searched each time upon returning to the brig.

h. The use of mattresses in the brig area is prohibited.

Date: _____

From: Commanding Officer,
To: Brig Officer, USNS GENERAL JOHN POPE (T-AFP 110)
Subj: Confinement, request for; case of _____

1. Confinement of the subject named man is requested for the following reasons:

OFFENSES (S):

SENTENCE:

DATE ADJUDGED:

AUTHORITY:

STATUS:

(Signature)

CERTIFICATE OF MEDICAL OFFICER

1. I certify that I have this date and hour personally examined the above named man and found him (not) physically fit for confinement in accordance with the terms of the sentence indicated above.

(Hour) _____ (Date) _____ (Signature, Rank, and Service)

RECEIPT FOR PRISONER

1. Received and confined the above prisoner at _____

(Hour)

(Date)

(Brig Officer)

Copy to:
Brig Officer (Orig)
Unit File
COMILDEPT (2)
Bridge Watch Officer

Date: _____

Report of a violation of the UCMJ, 1951, in the case of:

(Name) _____ (Rank) _____ (Component)

(Serial Number) . (Unit) _____ (Compartment)

OFFENSE: (Include place, time and date of commission)

WITNESSES: (Include same date as for accused above)

Accuser: _____

(Rank/Component/Unit/
Bil. Area)

ORIGINAL AND ONE COPY TO THE PROVOST MARSHAL. (This form may be filled in
with pen and ink)

FIRST ENDORSEMENT

Received at _____ hours on _____. ORIGINAL delivered
to _____
(Immediate Commanding Officer of Accused)
this date.

Provost Marshal

Date: _____

INVENTORY OF EFFECTS AND VALUABLES OF PRISONER:

NAME:

DATE CONFINED:

EFFECTS AND VALUABLES:

RECEIPT of the above listed effects and valuables is herewith acknowledged this date.

(Brig Officer)

(Upon Release)

(Date)

R E C E I P T

RECEIPT of the above listed effects and valuables is herewith acknowledged this date.

(Prisoner's Signature)

(Date)

STATEMENT OF PRISONER UPON RELEASE FROM BRIG:

PRISONER'S FULL NAME, RATE, SERIAL NUMBER AND ORGANIZATION: _____

Having been released from the Ship's Brig at _____, this date:

I Certify that I have not been maltreated or abused in any way whatsoever by personnel of the brig with the following exceptions:

(Signature)

Copy to:
Brig Officer
Unit File
CONFIDENTIAL
Bridge Watch Officer

A. INTRODUCTION

1. The Master, and Navy personnel of the Military Department trust your stay aboard will be pleasant, and that when you leave the ship you will carry lasting recollections of an enjoyable trip.

2. We wish to assure you that every effort will be made for your comfort and safety. However, it must be borne in mind that this is a military transport and does not have the facilities of a commercial liner.

3. We request that any question or problem be brought to the attention of the Commanding Officer, Military Department, (COMILDEPT) or other officers of the Military Department, who represent him.

4. This is a U. S. Navy ship, but with the exception of the Naval personnel in the Military Department, it is operated exclusively by U. S. Civil Service personnel. The Master is responsible for the operation, management and safe navigation of the ship and for the safety of all personnel and cargo on board.

B. GENERAL INFORMATION

1. Military and civilian personnel should retain their original travel orders when travel is completed.

2. Copies of orders and authority for travel are necessary for all personnel. These must be presented at the Purser's Office when called for in connection with the collection of subsistence charges.

3. The Military Department (MILDEPT) will issue memorandum endorsements for all Navy, Coast Guard and Marine Corps personnel on active duty, traveling space required. These orders must be presented to the MILDEPT at the time they are requested. Orders will be returned prior to debarkation.

4. Cabin class passengers will be required to sign or initial a muster sheet daily in the cabin lounge between 0800 and 0930, in order to insure accountability for all passengers. The day of debarkation will be no exception. Sponsors will sign for family; and persons traveling alone will sign for self.

5. Passenger Entertainment

a. Personnel of the MILDEPT and Voyage Staff are assigned the responsibility of conducting passenger entertainment programs. Passengers are urged to volunteer their services and skills to assist in the various forms of entertainment aboard ship. Without participation, this program cannot be successful.

b. Cards, games, and other special services equipment are available for your enjoyment. Sign-up sheets for tours, tournaments, etc., will be posted on the passenger bulletin boards.

6. A daily newspaper, containing world news, announcements, daily activities aboard ship and other information, will be published during the trip.

7. Lounge chairs are for the use of everyone and must not be monopolized. Blankets and pillows shall not be taken from cabins for any purpose.

8. Tipping aboard MSTS ships is prohibited. COMSTS policy is to provide the best service possible to embarked passengers within available facilities without necessitating the payment of gratuities.

9. It is recommended that valuables be turned in to the COMILDEPT for safekeeping. Money and negotiable bonds and checks should be deposited with the Purser for safekeeping.

10. Dress:

a. Gentlemen passengers may wear casual clothes. While on duty and working with the Voyage Staff, the prescribed uniform must be worn. Coat and tie or equivalent uniform is required for the evening meal. Uniform is required for embarkation and debarkation unless otherwise stipulated in your orders.

b. Sunbathing is restricted to the 01 deck area. The wearing of abbreviated clothing, i.e., T-shirts, shorts, and bathing suits is limited to this area.

11. Assignment of accomodations aboard ship is made by Military Sea Transportation Service, Pacific Area, or an MSTS sub area or office overseas. These assignments cannot be changed enroute except for emergency or medical reasons. The MSTS Berthing Officer will remain on board until 15 minutes prior to getting underway.

12. Special Announcements will be posted on the ship's bulletin board, passed over the Public Address system, or listed in the ship's newspaper.

13. Gambling, the consumption of alcoholic beverages and carrying of firearms are strictly forbidden aboard any U. S. Navy ship. Alcoholic beverages and firearms must be turned in to the COMILDEPT Office. They will be returned upon arrival at your destination. The use and carrying of narcotics is also prohibited unless prescribed by the Medical Officer.

14. Curfew

a. Curfew for all passengers is at 2300 hours daily. At that time all passengers must return to their cabins for the remainder of the evening.

C. EMERGENCY DRILLS

1. The Coast Guard requires, for your safety, that emergency drills be conducted within the first 24 hours after getting underway, and weekly thereafter. This will be announced over the Public Address system.

Fire: Signal -- Continuous ringing of the ship's alarm bells for a period of ten (10) seconds accompanied by a rapid ringing of the ship's bells.

Procedure --- Passengers return to their cabins, put on life jackets, dress warmly and wear head covering. There will be no smoking or unnecessary noise during drills. Remain in the cabin and await further instructions which will be given over the public address system.

Abandon Ship -- Signal - seven (7) or more short and one long ring of the alarm bell simultaneously with the ship's whistle; announcements over the public address system: "Ship's crew, passengers and troops report to your life boat stations."

2. Life boat stations are posted in your cabin on a placard.

3. A number of other drills such as Darken ship, ABC, and Man Overboard will be held during the voyage. The only drill in which passengers personally and actively participate in is "Abandon Ship" drill. This drill is normally preceded by a Fire Drill. All drills will be announced over the public address system five to ten minutes before the drill is actually held.

D. MAIL & MESSAGES

1. All letters mailed aboard ship must bear sufficient U. S. Postage stamps, and a return address, other than the ship. Stamps may be purchased at the ship's exchange. Mail bearing foreign postage stamps will not be accepted aboard ship for mailing. Passenger's mail aboard ship will be dispatched at the first port of call having a U. S. Military Post Office, or a U. S. Civilian Post Office. Packages will not be accepted aboard ship for mailing. Letters may be dropped for mailing in the box provided.

2. If radio messages addressed to you are received by the ship, they will be delivered to you personally. If something occurs which you consider an emergency, requiring the sending of a message, contact the COMILDEPT or his representative.

E. DAILY CABIN INSPECTION

1. In order for the Military Department to ascertain that your cabin is being kept in a clean and sanitary condition throughout the voyage, cabin

inspections are held daily at 1000 hours, with the exception of Sundays. In order to give your room steward sufficient time to clean your room and for the inspection party to complete its tour, you must vacate your cabin for two hours each morning.

2. Place your clothing in lockers and dressers. Room stewards are not permitted to handle clothing. Insure that luggage is properly secured to prevent shifting when the ship rolls. Luggage may be placed inside of closets.

F. MEDICAL DEPARTMENT

1. Daily Sick Call hours will be published in the ship's newspaper, and posted at the entrance to the Hospital area.

2. The Medical Department is responsible not only for the health and safety of all aboard, including troops, dependents, civil service crew and military personnel, but also for sanitation throughout the ship. Space and personnel are limited, therefore we ask each of you to bring medical problems to us at the announced sick call hours. If an emergency arises, a corpsman is always on duty in the hospital. We would like to make this voyage with as little sickness and as few accidents as possible. To do so we need the cooperation of all aboard.

3. To prevent sickness:

a. Fresh fruit is the only food that may be removed from the dining room to be eaten at a later time.

b. Prevent colds by dressing properly before going out on the open deck.

G. PASSSENGERS SAFETY AT SEA

1. A safe voyage is a happy voyage. The observance of a few simple safety rules will add to your own safety and to the comfort of our entire shipboard community. We ask your cooperation in careful observance of the following precautions:

a. Because of ship's movement, extreme caution must be taken to avoid injury to hands and fingers. Do not hold or place hands on the edge of doors or on door frames since a sudden closing of the door may cause severe injury to you. If a power failure occurs, do not remain in doorways as some doors are held open by electromagnets, and will close automatically.

b. While aboard ship, please WALK, do not run.

c. Older people and people with physical disabilities should be assigned to a lower bunk.

d. Fire alarm mechanisms are for your protection. Do not tamper with this equipment.

2. Do not smoke while in your bunk. Smoking will be permitted only in those places specified by ship's orders and regulations. Smoking will be PROHIBITED at the following times.:

a. On open decks when the ship is secured to a dock or pier.

b. On open decks while the ship is coming alongside or leaving a dock or pier.

c. During all ship's drills.

d. In spaces where "Smoking Prohibited" signs are posted.

e. Matches, cigars, and cigarette butts must be extinguished and placed in the receptacles provided throughout the ship. Throwing cigar and cigarette butts, matches and pipe ashes overboard increases the chance of fire as these items may be blown back into the open portholes and ventilators.

3. Use safety hooks or lashings on furniture at all times. Do not move furniture which is already secured to the deck.

4. Use designated receptacles provided throughout the ship for the disposal of refuse.

5. Cabin passengers are requested to use the berth ladder whenever climbing to or descending from the upper berths.

6. THE FOLLOWING PRECAUTIONS ARE ESPECIALLY IMPORTANT WHEN THE SHIP IS ROLLING OR PITCHING IN BAD WEATHER.

a. Be especially careful of free swinging doors.

b. Use handrails in passageways, on stairways, and in bathrooms.

c. Hold on to safety ropes, hand rails, or secured furniture when crossing through public rooms.

d. Avoid strolling about the ship unnecessarily when the ship is in rough weather.

e. If your chair should move while you are at dinner, hold on to the table. Do not worry about the dishes falling.

H. LIBERTY FOR CABIN PASSENGERS.

Realizing the importance of morale in allowing passengers to visit ashore in foreign ports, it is the policy of COMETS that maximum liberty, consistent with local regulations be granted in foreign ports whenever possible. Determination of liberty will be made by the COMILDET at each port of call.

I. MEALS

To enable us to serve all passengers efficiently, you are requested to be prompt in entering and leaving the dining room for your sitting. Due to limited space, meal assignments must be made for more than one sitting. Your berthing card (3 x 5 white card you received when boarding) will indicate your assigned table and which of the sittings you are to attend.

J. HOLD BAGGAGE

Three or four days after departure from port, a listing of hold baggage and automobiles on board will be posted on the bulletin board for your information.

K. LOST AND FOUND

All lost and found items should be turned in or claimed at the Chaplain's Office. Please watch your personal property at all times.

L. RELIGIOUS SERVICES

The Chaplain aboard ship is primarily interested in the spiritual and moral welfare of all persons aboard. He conducts daily divine services and is available to everyone for counsel and guidance.

M. OFF LIMIT AREAS

All troop and crew areas are OFF LIMITS to cabin class passengers, except for male passengers in duty status with the Voyage Staff. Other OFF LIMIT areas are plainly marked by "OFF LIMITS".

N. FACILITIES ABOARD

1. The Ship's Exchange is your "general store" for the voyage. Every effort is made to stock merchandise that has proven to be in greatest demand by the passengers. The hours of operation are posted outside the exchange and in the ship's newspaper. Resale of merchandise purchased is prohibited.

2. The ship's newspaper and bulletin board lists the schedule of movies and hours of showings.

3. Library - There is a ship's library stocked with many books for your use. Books should be returned as soon as you have finished reading them so that others may have the opportunity of reading them. Library hours are posted outside the library and listed in the ship's newspaper.

O. DEBARKATION BRIEFING

1. Prior to our arrival at your port of debarkation, you will receive a debark briefing. During this briefing you will be informed as to how your processing is to be completed prior to your actual debarkation. The principal member of each family, and all unaccompanied personnel must attend this briefing.

2. All passengers are requested to insure that they do not pack their orders, 201 file, passports, visas, medical shot records or other valuable papers, since you will need them in order to complete your processing.

P. IMMIGRATION-PASSPORTS-MEDICAL SHOT RECORD

1. All persons except military personnel on active duty must complete and turn in Immigration Questionnaire, Passports, and Medical Shot Record to the MILDEPT for processing. Time and place will be announced.

APPENDIX A
TROOP PERMANENT DETAIL LIST

| <u>Authorized Details</u> | <u>No. EM</u> | <u>Compt</u> | <u>Authorized Details</u> | <u>No. EM</u> | <u>Compt</u> |
|--|--------------------------------|--------------|-----------------------------------|----------------|--------------|
| 1. KPS - Odd Days | | | 23. Ladderwell No. 2A (P-S) | 1-NCO 6-EM | |
| 2. KPS - Even Days | | | 24. Ladderwell No. 3 (P-S) | 1-NCO 6-EM | |
| 3. Guards | 3 ⁴ -NCOS 175 EM | | 25. Ladderwell No. 3A (P-S) | 1-NCO 6-EM | |
| 4. Laundry Detail | 1-NCO 10-EM | | 26. Ladderwell No. 4 & 4A (P-S) | 1-NCO 8-EM | |
| 5. PX Detail | 1-NCO 10-EM | | 27. Ladderwell No. 5 (P-S) | 1-NCO 10-EM | |
| 6. Sick Bay Detail | 1 NCO 9-EM | | 28. Ladderwell No. 6 (P-S) | 1-NCO 6-EM | |
| 7. Linen Keeper Detail | 1 NCO 9-EM | | 29. Ladderwell No. 6A (P-S) | 1-NCO 6-EM | |
| 8. Troop Cleaning Gear Issue Room (P-S) | 1-NCO 6-EM | | 30. Ladderwell No. 7 (P-S) | 1-NCO 6-EM | |
| 9. Aft Latrine, Wash Room, Showers, 2-8(UPPER)P-S | 1-NCO 20-EM | | 31. Ladderwell No. 7A (P-S) | 1-NCO 6-EM | |
| 10. Aft Latrine, Wash Room Showers, 3-8(Lower)P-S | 1-NCO 20-EM | | 32. Ladderwell No. 8 (P-S) | 1-NCO 4-EM | |
| 11. Fwd, Latrine, Wash Room Showers, 2-1(Upper)P-S | 1-NCO 20-EM | | 33. Large Recreation Room | 1-NCO 8-EM | |
| 12. Fwd. Latrine, Wash Room Showers, 3-1(Lower)P-S | 1-NCO 20-EM | | 34. Small Recreation Room | 1-NCO 6-EM | |
| 13. Shower Fwd of Troop Mess (P-S) | 1-NCO 6-EM | | 35. Barbers | 4-EM | |
| 14. Troop Mess to Compt 2-7 (P-S) | 1-NCO 10-EM | | 36. Troop Office (Typists) | 2 | |
| 15. Passageway Area from Trp Off-MilOff(P-S) | 1-NCO 6-EM | | 37. Librarians | 2 | |
| 16. Stbd-Passageway fwd of the Galley | 1-NCO 4-EM | | 38. Sound Room | 4 | |
| 17. Topsid Sweepers Portside Fwd on 01 Deck (P-S) | 1-NCO 8-EM | | 39. Newspaper | 5 | |
| 18. Topsid Sweepers Stbd Side Fwd on 01 Deck(P-S) | 1-NCO 8-EM | | 40. Movie Operators (Licensed) | 8 | |
| 19. Topsid Sweepers Aft | | | 41. P.A. System | | |
| 20. Portside on Promenade Deck (P-S) | 1-NCO 8-EM | | 42. (Qualification: Clear Voice) | 4 | |
| 21. Topsid Sweepers Aft | | | 43. MilDept Office (Clerk Typist) | 2 | |
| 22. Ladderwell No. 1(P-S) | 1-NCO 4-EM | | 44. Special Detail (Pool) | | |
| 23. Ladderwell No. 2(P-S) | 1-NCO 6-EM | | | | |

Each compartment commander will establish, in addition to details listed above, compartment cleaning detail commensurate with size of compartment.

NCOs in charge of all details are responsible for keeping accurate roster of men under their charge

APPENDIX B

(Date)

From: Compartment Commander
Compartment #_____

Subj: Daily Sight I. D. Card Muster, results of

1. A sight I. D. Card Muster was conducted this date. There are

_____ men assigned to this compartment, and _____

men were present for muster. The following named men were unaccounted

for:

Signature of Compartment Commander

APPENDIX C
USNS GENERAL JOHN POPE (T-AF 110)

(date)

From: Troop Adjutant, Voyage #
To: Commanding Officer, Military Department, USNS POPE
Via: Senior Unit Commander, Voyage #

Subj: Daily Sight Muster Report

1. A sight muster has been conducted as of 0800 this date. A total of troops are on board.

(Signature & Rank, Troop Adjutant)

FIRST ENDORSEMENT

(date)

From: Senior Unit Commander, Voyage #
To: Commanding Officer, Military Department

Subj: Daily Sight Muster Report

1. Forwarded, contents noted.

(Signature & Rank, Senior Unit Commander)