

Commander
Military Sealift Command
914 Charles Morris CT SE
Washington Navy Yard DC 20398-5540

COMSC Instruction 3121.9A



MSC STANDARD OPERATING MANUAL





DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 3121.9A CH-2
N3/5
28 February 2001

COMSC INSTRUCTION 3121.9A CHANGE TRANSMITTAL 2

Subj: STANDARD OPERATING MANUAL

Encl: (1) New pages 2-2-5 thru 2-2-24

1. Purpose. To promulgate the new changes to the Panama and Suez Canals.
2. Action. Remove pages 2-2-5 thru 2-2-23 and replace with enclosure (1).

//S//

C. W. LUCK
By direction

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COMSCINST 3121.9A CH-2

28 February 2001

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COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
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REFER TO:

COMSCINST 3121.9A CH-1
N3/5
27 October 2000

COMSC INSTRUCTION 3121.9A CHANGE TRANSMITTAL 1

Subj: STANDARD OPERATING MANUAL

Encl: (1) New pages 1-3-13 thru 1-3-16

1. Purpose. To promulgate the new Military Sealift Command (MSC) Area Command boundaries that are aligned to correspond with those established for the Unified and Fleet Commanders in Chief (CINCs), as of 01 OCT 00.
2. Action. Remove pages 1-3-13 thru 1-3-16 and replace with enclosure (1).

/S/
C. W. LUCK
By direction

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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
914 CHARLES MORRIS CT SE
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REFER TO:

COMSCINST 3121.9A
N3/5
24 January 2000

COMSC INSTRUCTION 3121.9A

Subj: STANDARD OPERATING MANUAL (*SOM*)

1. Purpose. To promulgate Military Sealift Command (*MSC*) Force operating and administrative instructions.
2. Cancellation. COMSCINSTs 3121.9 and 5440.2L.
3. Applicability. This instruction is applicable to all MSC Force ships, MSC commands and activities; MSC charter operators and contract operators; Maritime Administration (*MARAD*)/National Shipping Authority (*NSA*) charter operators, contract operators and general agents (*when ships are assigned to the MSC Force*) and any other person or activity connected with the operation and administration of MSC Force ships.
4. Background. The MSC SOM consolidates, to the extent feasible, all COMSC policies and procedures pertaining to MSC Force operations and administration. The SOM serves to familiarize MSC Force shipboard and shore-based management personnel with the subject matter and provides a detailed guide to other applicable references.
5. Action
 - a. Action addressees shall adhere to appropriate provisions of this instruction.
 - b. Nothing contained herein shall be construed as relieving the Master, any officer, crewmember, or any other individual of his/her responsibility as defined by law, nor shall it preclude the exercise of sound judgment at all times.
 - c. An annual review of this instruction shall be conducted no later than 1 December. Any recommendations for changes shall be forwarded to COMSC (N3/5).

COMSCINST 3121.9A

24 January 2000

6. Short Title. The approved short title of this instruction is SOM.

/S/

G. S. HOLDER

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COMSCINST 5000.19

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REFERENCED INSTRUCTIONS AND PUBLICATIONS
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The publications listed below should be read in conjunction with the SOM.

ACP 149	Radio Communications Instruction for Merchant Ships Under Naval Control
ATP 1, Volume 1	Allied Wartime tactical Instructions and Procedures
ATP 2, Volume 2	North Atlantic Treaty Organization Military Agency for Standardization (MAS)
ATP 17	Allied Tactical Publication, Naval Arctic Manual
BUMEDINST 6230.15	Immunization Requirements and Procedures
CFR 32	Parts 754.1/754.2
CFR, Title 9, Part 94	Animal and Animal Products
CFR, Title 35, Chapter 1	Panama Canal
CFR 46	Subpart 4.05
CMPI	Civilian Marine Personnel Instruction
COMSCINST 2000.2	Communications Policies and Procedures Manual
COMSCINST 3110.2D	Acquisition and Transfer of USNS Ships
COMSCINST 3120.2D	Administrative and Operating Procedures for MSC Civil Service Manned Ships (<i>USNS</i>)
COMSCINST 3120.15D	Policies and Procedures concerning Helicopter Certification Requirements for MSC Cognizant Air Capable Ships
COMSCINST 3120.16B	Standards of Appearance
COMSCINST 3120.19	Administrative Procedure for Embarkation, Carriage and Debarkation of Supercargo Personnel in MSC Force Ships
COMSCINST 3123.5J	MSC Movement Report Instructions
COMSCINST 3145.1B	Nautical Chart and Publication Allowance
COMSCINST 3180.2J	MSC Refueling At Sea Operations
COMSCINST 3500.7B	Assignment to Afloat Prepositioning Force at Diego Garcia
COMSCINST 3501.2B	Status of Resources and Training System (SORTS) Reporting for MSC Units
COMSCINST 3540.6	Engineering Operations and Maintenance Manual (EOMM)
COMSCINST 3541.5D	Damage Control Manual for MSC Ships
COMSCINST 3541.6A	Engineering Casualty Exercises
COMSCINST 4000.2A	Supply Procedures Manual
COMSCINST 4101.1B	MSC Energy Conservation Program
COMSCINST 4205.6	Selection, Appointment, and Termination of Appointment of Contracting Officers and Ordering Officers
COMSCINST 4340.3A	Government Property Administration for Contract -Operated and Chartered Ships
COMSCINST 4360.1C	Policy and Guidance Concerning Civilian Labor Disputes in the Maritime Industry
COMSCINST 4650.2C	Passengers Onboard MSC Controlled Ships
COMSCINST 4700.2F	Administrative Procedures for the Alteration, Maintenance, and Repair of MSC Ships
COMSCINST 4750.2C	Preservation Instruction for MSC Ships
COMSCINST 4770.1D	MSC Ships; Preparation for Retention Lay -up in National Defense Reserve Fleet (N DRF)

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COMSCINST 4770.3A	MSC Ships, Preparation for Temporary Layup in National Defense Reserve Fleet (NDRF)
COMSCINST 4790.3B	Equipment Configuration Data Management and Logistic Support for Ships of Military Sealift Command
COMSCINST 5000.21A	Command Address Directory
COMSCINST 5040.2C	MSC Command Inspection Program
COMSCINST 5060.6B	Smart Ship and VADM Roy A. Gano Awards Programs for MSC Civil Service Manned Ships
COMSCINST 5090.1B	Environmental Protection Program
COMSCINST 5100.17C	Afloat Safety and Occupational Health Manual
COMSCINST 5330.6D	Procedures for Administration and Control of Overtime/Premium Pay Expenditures for Ship Operation/Sponsor -Requested Tasks on Ships Crewed by Civilian Mariners
COMSCINST 5420.2F	Salvage of MSC Ships
COMSCINST 5440.8F	Organization of COMSC
COMSCINST 5530.3B	MSC Ship Physical Security
COMSCINST 5605.4H	Publications Allowance for MSC Civil Service Manned Ships (USNS) and Requirements for Automatic Distribution of Publications to Newly Activated Ships
COMSCINST 6000.1C	MSC Medical Manual
COMSCINST 6110.1C	Health and Physical Readiness Program
COMSCINST 8010.3B	Ammunition Requisitioning and Reporting Instruction
COMSCINST 9280.3E	Designation and Marking of Hull Structure on MSC Ships in Service
COMSCINST 9330.6D	Accommodations Standards for Military Sealift Command Ships
COMSCINST 9441.1	Radio Communications System Demonstration Test Package
COMSCINST 9670.1G	Allowance of Electronic Equipment for MSC Ships
COMSCINST 9670.10B	Installation and Maintenance of Navy Electronics in Certain MSC Ships
COMSCINST 10491.1/ NAVSUPINST 10491.1	MSC and NAVSUP Policy on MSC Owned Materials Handling Equipment
COMSCINST 12410.1C	Lifeboat Training Guide
COMSCINST 12410.17B	Helicopter Operations Training
COMSCINST 12410.25B	Civilian marine (CIVMAR) Career Development Plan
COMSCNOTE 5213	Consolidated List of MSC Forms
COMSCNOTE 5214	Consolidated List of Recurring Reports
COMSCNOTE 5530 of 12 Feb 1999	MSC Anti-Terrorism/Force Protection Policy and Procedures
DFSC MOU	Memorandum of Understanding of Sealift Bunker Fuel Support
DMAHTC Pub 117	Radio navigational Aids
DOD 5220.22-M	Industrial Security Manual for Safeguarding Classified Information
INCSEA	U.S./USSR Incidents-at-Sea (INCSEA) Agreement of 1972 and 1973
INTERCO/ICS	International Code of Signals
MERSAR	Merchant Ship Search and Rescue Manual

REFERENCED INSTRUCTIONS AND PUBLICATIONS (Cont'd)
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MSCSURGEDETNOINST 3006.1C	MSC Surge
National Weather Service Observation Handbook No. 1	Marine Surface Observations
NAVAIR 00-80R-14	NATOPS U.S. Navy Aircraft Firefighting and Rescue Manual
NAVMED P-117 NAVMED P-5010	Manual of the Medical Department U.S.Navy Manual of Naval Preventive Medicine
NAVMETOCOMINST 3144.1D	Manual for Ship's Surface Weather Observations
NAVOCEANCOMINST 3140.1K	U.S. Navy Meteorological and Oceanographic Support Manual
NAVSUP P-485 NAVSUP P-2002 NAVSUP P-4107	Afloat Supply Procedures Navy Stock List of Publications and Forms Master Repairable Items List
NAVTELCOMINST 2093.1 NAVTELCOMINST 2093.2	Navy-Marine Corps Military Affiliate Radio System (MARS) Installation and Operation of Amateur Radio Stations Within Navy-Marine Corps
NSTM, Chapter 262 NSTM, Chapter 475 NSTM, Chapter 634	Cold Weather Lubricants and Fluids Mine Protection Deck Coverings
NTP-8	U.S. Navy -Marine Corps Military Affiliate Radio System (MARS) Communications Instructions
NTP-10	Communication Instructions for Ships Controlled by the Military Sealift Command and the U.S. Merchant Fleet Operational Reports
NWP 1-03.1 NWP 1-04.40 NWP 3-04.1M NWP 3-50.1 NWP 4-01.4 NWP 4-01.41	Operation Reports Maritime Reporting System Shipboard Helicopter Operating Procedures Navy Search and Rescue Manual Underway Replenishment MSC Handbook for Refueling -At-Sea Operations
OPNAVINST 3100.6G OPNAVINST C3128.3S OPNAVINST 3128.9C	Special Incident Reporting (OPREP -3) Procedures Visits by U.S. Navy Ships to Foreign Countries Diplomatic Clearance for Certain U.S. Navy Marine Data Collection Activities in Foreign Jurisdictions
OPNAVINST 3450.18 OPNAVINST 3591.1C OPNAVINST 5090.1B OPNAVINST 5100.19C	U.S. Naval control of Shipping Organization Small Arms Training and Qualification Environmental and Natural Resources Program Manual Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
OPNAVINST 5100.23E	Navy Occupational Safety and Health (NAVOSH) Program Manual

REFERENCED INSTRUCTIONS AND PUBLICATIONS (Cont'd)
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OPNAVINST 5711.96B	U.S./USSR Incidents-at-Sea and Dangerous Military Activities Agreement
OPNAVINST 5720.2L	Embarkation in U.S. Naval Ships
OPNAVINST 5720.3D	Policies and Procedures for U.S. Navy Technicians Designation of Military Air Transportation for Contractor and Engineering Technical Service Personnel
OPNAVINST 6320.7	Health Care Quality Assurance Policies for Operating Forces
OPNAVINST C8950.2F	Magnetic Silencing
OPNAVNOTE 5510 of OPNAV P-03C-01-89	Information and Personnel Security Program U.S. Navy Cold Weather Handbook for Surface Ships
SECNAVINST 4061.1C	Food Sanitation Training Programs
SECNAVINST 5500.4G	Reporting of Missing, Lost, Stolen or Recovered (MLSR) Government Property
SECNAVINST 5510.30A	Department of the Navy Personnel Security Program
SECNAVINST 5510.36	Department of the Navy (DON) Information Security Program (ISP) Regulation
SPCCINST 4441.170A	COSAL Use and Maintenance Manual
SPCCINST 8010.12	Supply Management of Ammunition
U.S. MTF CD-ROM 2.0	U.S. MTF User Formats
10 USC	10 USC, Sec 7361
46 USC 564	Revised Statutes, Section 4511
N/A	Air Capable Ship Aviation Facilities Bulletin No. 16
N/A	Rules and Regulations Covering Navigation of the Panama Canal and Adjacent Waters
N/A	U.S. Navy Regulations
N/A	American Practical Navigator (Bowditch) Chapter 25 -26
N/A	Polar Operations (CAPT L. A. MacDonald)
N/A	National Weather Service Observation Hdbk Vol. I Marine Surface Observations, Sec. 1.9/10

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CHAPTER 1 - INTRODUCTION

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1-1-1 USING THE SOM

a. Chapters 1 through 11 contain MSC operations and administration policies and procedures which generally apply to all MSC ships and management of those ships. If certain information in the chapters is not applicable to all MSC Force ships then specific applicability is noted. For example, if certain information is applicable only to civil service mariner (*CIVMAR*) and contract-operated USNS ships then "*(USNS ONLY)*" precedes the applicable sections or articles. Likewise, if certain policies apply only to CIVMAR manned USNS ships then "*(CIVMAR USNS ONLY)*" precedes the applicable sections or articles. Chapters are divided into sections and then articles.

b. MSC operations and administration policies and procedures which are unique to MSC Force ships in a specific functional component (*e.g., Naval Fleet Auxiliary Force, Special Mission Force*) or to a specific ship type (*e.g., tanker, dry cargo, T-AGOS*) are contained in lettered appendices. Appendices are divided into parts (*vice chapters*), then sections and articles. The appendix part numbering system was developed to assist the user in quickly locating information. For example, SOM Chapter 2 is Operations and SOM Appendix B - Tankers and Dry Cargo Ships, Part 2 is Operations.

c. Users should first review the subject matter in the appropriate chapter and then turn to the applicable appendix to determine if there are any additional unique policies and procedures which apply. *The information contained in the appendices is additive to information in the chapters.* To assist the user, a list of terms is provided in Appendix A, and a table of contents and subject index are provided at the beginning of the main text and each appendix.

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1-2-1 COMSC RESPONSIBILITY

a. The Military Sealift Command (*MSC*), including all of its subordinate commands and activities, is part of the Operating Forces of the U. S. Navy. Commander, Military Sealift Command (*COMSC*) is the administrative commander for all MSC Forces and the Navy Type Commander (*TYCOM*) for Naval Fleet Auxiliary Force (*NFAF*), Prepositioning Force (*PREPO*) and Special Mission Support Ships (*SMS*), and as such, is responsible for MSC Force readiness. COMSC is also a component commander of the U. S. Transportation Command (*USTRANSCOM*) and exercises operational control of Strategic Sealift Forces.

b. COMSC duties and responsibilities, as specified by the Chief of Naval Operations (*CNO*), include but are not limited to the following:

(1) Operate and administer government-owned ships assigned, and all other ships acquired for the purpose of providing ocean transportation (*sealift*) services for the movement of personnel, material and petroleum, oil and lubricants (*POL*).

(2) Maintain MSC Force ships to a uniform set of standards in terms of fleet readiness. Carry out a realistic training program and maintain an adequate emergency readiness.

(3) Provide MSC Force ships to the Fleet Commanders in Chief (*FLTCINC*s) for prepositioning (*PREPO*), direct fleet support (*NFAF*) and special mission support (*SMS*).

(4) Provide dry cargo ships and tankers to meet ocean transportation (*sealift*) requirements of the military departments.

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(5) Exercise operational control (*OPCON*) over MSC Force ships not specifically assigned to the *OPCON* of a *FLTCINC*.

(6) Act as the normal scheduling authority for ocean transportation (*sealift*) ships to support DOD requirements.

(7) Maintain and provide, when tasked, cargo offload and discharge systems for logistics-over-the-shore (*LOTS*) operations.

(8) Provide or arrange for the maintenance and operation of cargo offload and discharge systems installed or transported in MSC Force ships, as required by the providing Service.

(9) Provide services which are related to the basic ocean transportation (*sealift*) service when operationally required or directed by higher authority.

(10) Meet all requirements of DOD and other agencies as authorized for ships and craft for purposes other than transportation, such as research, survey, oceanographic, cablelaying and range instrumentation ships except those met by ships and craft organic to the Military Services.

(11) Coordinate ocean transportation (*sealift*) operations with appropriate port activities.

(12) Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo and efficient use of ship space.

(13) Billet and exercise control of all passengers onboard MSC Force ships and billet passengers in commercial space procured by MSC.

(14) Develop plans for the effective use and control of government-owned and commercial ocean transportation (*sealift*) resources and capabilities made available to the DOD under mobilization or other emergency conditions.

(15) Administer the Naval Control of Shipping Organization (*NCSORG*) in support of *FLTCINC* requirements in peacetime.

(16) Act as technical manager for the MSC Naval Reserve Force and the Naval Reserve *NCSORG*, providing training guidance to and monitoring the readiness of assigned selected reserve units.

(17) Establish and control such subordinate MSC Area Commands, MSC Offices, MSC Detachments and MSC Squadrons as are authorized by CNO.

c. Additional COMSC TYCOM duties and responsibilities are contained in classified operation orders (*OPORDs*) promulgated by the Commander in Chief, U. S. Atlantic Fleet (*CINCLANTFLT*); Commander in Chief, U. S. Pacific Fleet (*CINCPACFLT*); Commander, U. S. Naval Forces, Central Command (*COMUSNAVCENT*) and Commander in Chief, U. S. Naval Forces Europe (*CINCUSNAVEUR*).

1-2-2 FLTCINC RESPONSIBILITY FOR MSC FORCE SHIPS

FLTCINCs are responsible for integrating all MSC Force ships, excepting voyage charters, into their fleet organizational structures. They also provide protection for all MSC Force ships and exercise OPCON over all MSC Force ships, with the exception of voyage charters, that are within their respective areas of responsibility (*AOR*).

1-2-3 MSC FORCE FUNCTIONAL PROGRAMS

The MSC Force is comprised of government-owned ships assigned to COMSC and privately-owned ships under the control of COMSC at any given time. When activated, ships in the Ready Reserve Force (*RRF*) are assigned to the MSC Force. Private shipping becomes part of this Force through voluntary chartering and under wartime and national emergency through established readiness programs and involuntary requisitioning. The MSC Force is divided into five functional programs; the Naval Fleet Auxiliary Force (*PM1*), Special Mission Ships (*PM2*), Prepositioning (*PM3*), Ship Introduction (*PM4*) and Sealift (*PM5*).

a. Naval Fleet Auxiliary Force. This program includes assets of the MSC Force that provide direct fleet support to Navy operations worldwide. Combat Logistics Forces include oilers, stores ships and ammunition ships. Other fleet support forces include Ocean going tugs/salvage ships and hospital ships.

b. Special Mission Ships. This program includes assets that provide support for specialized scientific and technical missions for DOD sponsors such as oceanographic survey, hydrographic survey, cable laying and repair, missile telemetry collection and ocean surveillance.

c. Prepositioning. This program provides operationally ready prepositioning ships to the U. S. Army, Air Force, Navy, Marine Corps and Defense Logistics Agency (*DLA*) which are capable of deploying and sustaining military forces. Prepositioning ships are under the operational control (*OPCON*) of assigned Fleet Commander in Chiefs (*FLTCINCs*) and currently consist of Maritime Prepositioning Ships (*MPS*), Army

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Preposition Stocks (*APS*) and other prepositioning ships for the Navy, DLA and Air Force (*NDAF*). Except for MPS ships, upon completion of discharge, these ships will normally revert to common user service.

d. Ship Introduction. This program manages MSC's ship acquisition, including new construction and conversion projects funded by Shipbuilding and Conversion, Navy Appropriations and Combat Logistics Force/Auxiliary ship transfers from the naval surface forces to MSC.

e. Sealift. This program provides common-user marine transportation to the Department of Defense to meet its sealift requirements. The Sealift force consists of three types of ships; Tankers, Dry Cargo and Surge Shipping (*Fast Sealift and LMSR ships maintained in reduced operating status (ROS)*).

1-2-4 MSC SURGE SEALIFT FORCES

Reserve MSC sealift forces consist of the Fast Sealift Ships (*FSS*), LMSR and components of the U. S. Naval Reserve.

a. Fast Sealift Ships (FSS). The MSC Sealift Program currently maintains the eight FSS in a partially crewed reduced operational status (*ROS*). These highly capable ships are layberthed on the U. S. East and Gulf coasts in close proximity to major loadout ports.

b. Large Medium Speed RO/RO (LMSR). The MSC Sealift Program currently maintains four of the ten LMSRs in a partially crewed reduced operational status (*ROS*). Construction of remaining LMSRs is projected through FY01. These highly capable ships are to be layberthed on the U. S. East and Gulf coasts in close proximity to major loadout ports.

c. Ready Reserve Force (RRF)

(1) The RRF is comprised of ships maintained by the Maritime Administration (*MARAD*) for use in mobilization or emergency. RRF ships are maintained in high states of readiness (*4-, 5-, 10-, 20- and 30-day activation status*) for transfer to MSC for wartime, contingency or exercise operations or to support military requirements which cannot otherwise be satisfied by privately-owned U. S. flag ships.

(2) When activated to support military operations, RRF ships are tendered to MSC. Once the ships come under MSC's operational control, they will be assigned to either the Sealift Program, Prepositioning Program or the NFAF. Administrative control (*ADCON*) passes to COMSC.

d. U. S. Naval Reserves. U. S. Naval Reserves include equipment and manpower to meet specific mission essential tasks. Naval Reserve components augment MSC and the NCSORG.

1-2-5 AUGMENTATION OF SEALIFT FORCES

When ocean transportation and fleet support requirements exceed the capacity of existing sealift forces, there are three sources of shipping that can be used for augmentation: the U. S. flag merchant fleet, foreign flag merchant ships owned by U. S. parent companies and allied merchant fleets.

a. U. S. Flag Merchant Fleet. U. S. Flag ships can be obtained by voluntary charter, by the Voluntary Tanker Agreements (VTA) administered by MARAD, by the Voluntary Intermodal Sealift Agreement (VISA) Program administered by USTRANSCOM and MARAD, or through requisitioning ships under Section 902 of the Merchant Marine Act of 1936.

b. Foreign Flag Merchant Ships Owned by U. S. Parent Companies. The majority of these ships are operated under Liberian, Panamanian, Honduran, Marshall Islands or Bahamian registry. They may be obtained by voluntary charter, or through requisitioning (*in accordance with the Merchant Marine Act of 1936*) in time of war or national emergency.

c. Allied Merchant Fleets. These ships may be obtained by voluntary charter or through agreements with certain U. S. allies. Based on these agreements, allied merchant ships will augment U. S. strategic sealift under specific conditions when allied interests are involved.

d. Foreign Flag Merchant Ships. These ships may be obtained by voluntary charter to meet DoD lift requirements.

1-2-6 U. S. NAVAL SHIPS

MSC Force ships that are owned by the Navy are public vessels and designated U. S. Naval Ships (USNS). These ships are non-commissioned and are civilian manned by either CIVMARs or merchant mariners employed by contract operators. All USNS ships are entitled to the same international courtesies, immunities and privileges as are other solely civil service crewed/operated government ships. The contracts between MSC and civilian operating companies acknowledge this status and precludes use of these ships in commercial operations or for the contractor's own purposes.

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a. Public Vessel Certificate. Each USNS ship displays in its pilothouse, a certificate signed by the Secretary of the Navy indicating its status as a public vessel.

b. USNS Ship Markings. USNS ships are identified by their name painted in black on the bow, port and starboard; on the stern and on the port and starboard bridge name boards. Above the name, "U. S. NAVAL SHIP" is painted. They also are identified by the stack which is painted black at the top portion; and immediately below are painted three bands in the following colors from top to bottom: haze gray, blue and yellow. The remaining lower portion of the stack is painted haze gray or white. Specifications for USNS ship markings are contained in COMSCINST 4750.2C, *Subj: Preservation Instructions for MSC Ships* and COMSCINST 9280.3E, *Subj: Designation and Marking of Hull Structure on MSC Ships in Service*.

1-2-7 SOVEREIGN IMMUNITY

a. Under customary international law, all ships owned or operated by a state and used solely on government non-commercial service are entitled to sovereign immunity. This means such ships are, *inter alia*, immune from arrest and search, whether in foreign internal or territorial waters or on the high seas; immune from all foreign taxation; exempt from any foreign state regulation requiring flying the flag of such foreign state either in its ports or while passing through its territorial sea and entitled to exclusive control over persons onboard such ships with respect to acts performed onboard. These ships, however, are expected to comply voluntarily with the laws of the host state with regard to order in the ports, casting anchor, sanitation and quarantine, etc.

b. All ships in the service of MSC, whether U. S. government-owned, demise, time or voyage chartered, are in exclusive government non-commercial service. Each of these ships is entitled to full sovereign immunity. In addition, even if an MSC voyage chartered vessel is carrying a mixed load of Government/MSC cargo and commercial cargo, the Government claims sovereign immunity (*exemption from arrest and taxation*) for the Government/MSC cargo on the vessel. However, as a matter of policy, and with the concurrence of the U. S. Department of State, the U. S. Government ordinarily seeks recognition of this status for only those MSC Force ships that are designated USNS or that are part of the Afloat Prepositioning Force (APF) (*including time-chartered APF vessels*). Recognition of this status is obtained by the grant of diplomatic clearance to a ship (*or the equivalent in those countries where formal procedures for seeking and obtaining diplomatic clearance are not followed*).

c. For the remainder of MSC ships (*time or voyage chartered vessels that are not part of the APF*), the U. S. Government ordinarily claims immunity only from arrest or taxation. When a ship is threatened with arrest or taxation, the Master should claim immunity and, if necessary, seek assistance from the cognizant MSC Area Commander.

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In addition, circumstances may arise, which necessitate assertion of full sovereign immunity for time or voyage chartered vessels that are not part of the APF. In such cases, guidance will be provided by the cognizant Program Manager and MSC Area Commander.

1-2-8 CONFLICTS WITH CONTRACTS

This SOM applies to all MSC chartered and contract-operated ships and RRF ships except when in conflict with specific provisions of a charter party contract or operating contract. In the event of conflicts between specific articles of this manual and the provisions of charter parties or operating contracts the provisions of those documents will take precedence.

CHAPTER 1 - INTRODUCTION

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1-3-1 GENERAL

a. MSC is part of the Navy Operating Forces, which are organized in a parallel command structure; an administrative organization headed by the CNO and a fleet operational organization headed by the Navy FLTCINCs and their numbered Fleet Commanders. Accordingly, there is a dual chain of command to the Navy Operating Forces - an operational chain of command and an administrative chain of command. In general, these separate organizations are separate in name only, are dual hatted and are manned by the same personnel. This is not the case for MSC, where an administrative organization consisting of five programs and the Afloat Personnel Management Center (APMC) is separate from the operational organization of the Area Commands. The administrative organization is permanent in nature and supports, with forces and staff personnel, the task oriented operational organization which can be structured as necessary to meet operational requirements.

b. This section briefly describes the major objective of the MSC administrative organization, the concept of administrative control (ADCON), the MSC Command organization, the administrative assignment of forces and the MSC Area Command geographic areas of responsibility (AOR).

1-3-2 MAJOR OBJECTIVE OF MSC ADMINISTRATIVE ORGANIZATION

MSC's administrative organization is that of a Navy TYCOM and its major objective is to develop and maintain fleet readiness, which consists of:

a. Personnel readiness, which includes the quantitative aspect of meeting total manning requirements and the qualitative aspect of providing the necessary skills for operations and maintenance. For CIVMAR manned ships, this function is performed by the APMC.

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b. Material readiness, which encompasses the required maintenance, logistic and supply support for effective operations. With the exception of emergent repairs for ships operating in COMSCFE and COMSCEUR AORs, this function is carried out by the respective Program Managers as a part of total life cycle management.

c. Training readiness, which requires sufficient operational exercises to ensure a capable and proficient MSC Force. This function is performed by the respective Program Managers.

1-3-3 ADMINISTRATIVE CONTROL

a. ADCON is the direction or exercise of authority over a subordinate or other organizations with respect to administrative matters, such as personnel management, training, supply, maintenance and repair, inspection and other related matters not included in the operational missions of the subordinate or other organizations.

b. COMSC is the administrative commander for MSC, and as such, is responsible for MSC Force readiness. Under the COMSC program management structure, ADCON of MSC ships is executed by the Program Manager to which the ship is assigned, with the exception of personnel functions on CIVMAR manned ships, which are performed by the APMC. The CNO objective is for COMSC to maintain all MSC Force ships to a uniform set of standards in terms of fleet readiness.

1-3-4 MSC COMMAND ORGANIZATION

The MSC organization consists of Headquarters, the five program offices, the Afloat Personnel Management Center, Area Commands, Squadrons, field offices and Representatives and liaison officers. Under program management, TYCOM functions are executed by the respective Program Managers and the APMC for CIVMAR personnel issues. Area Commanders exercise operational control and provide ship husbanding services to ships in their AORs. COMSCEUR and COMSCFE also provide immediate priority repair for all MSC ships in their AOR. Organizational relationships of the MSC Operational Organization are depicted in Figures 1-3-1A through 1-3-1H.

a. Headquarters Command. MSC is commanded by a flag officer designated as COMSC with headquarters in Washington DC. COMSC is under the command of CNO and is responsible to CNO for the administration and operation of MSC. In addition, COMSC is the Naval Component Commander under the Commander in Chief, U.S. Transportation Command (*USCINCTRANS*) for the operation of Strategic Sealift Forces. MSC Headquarters organizational relationships are reflected in Figure 1-3-1J. (*Figure 1-3-1I was intentionally omitted.*)

MSCPAC

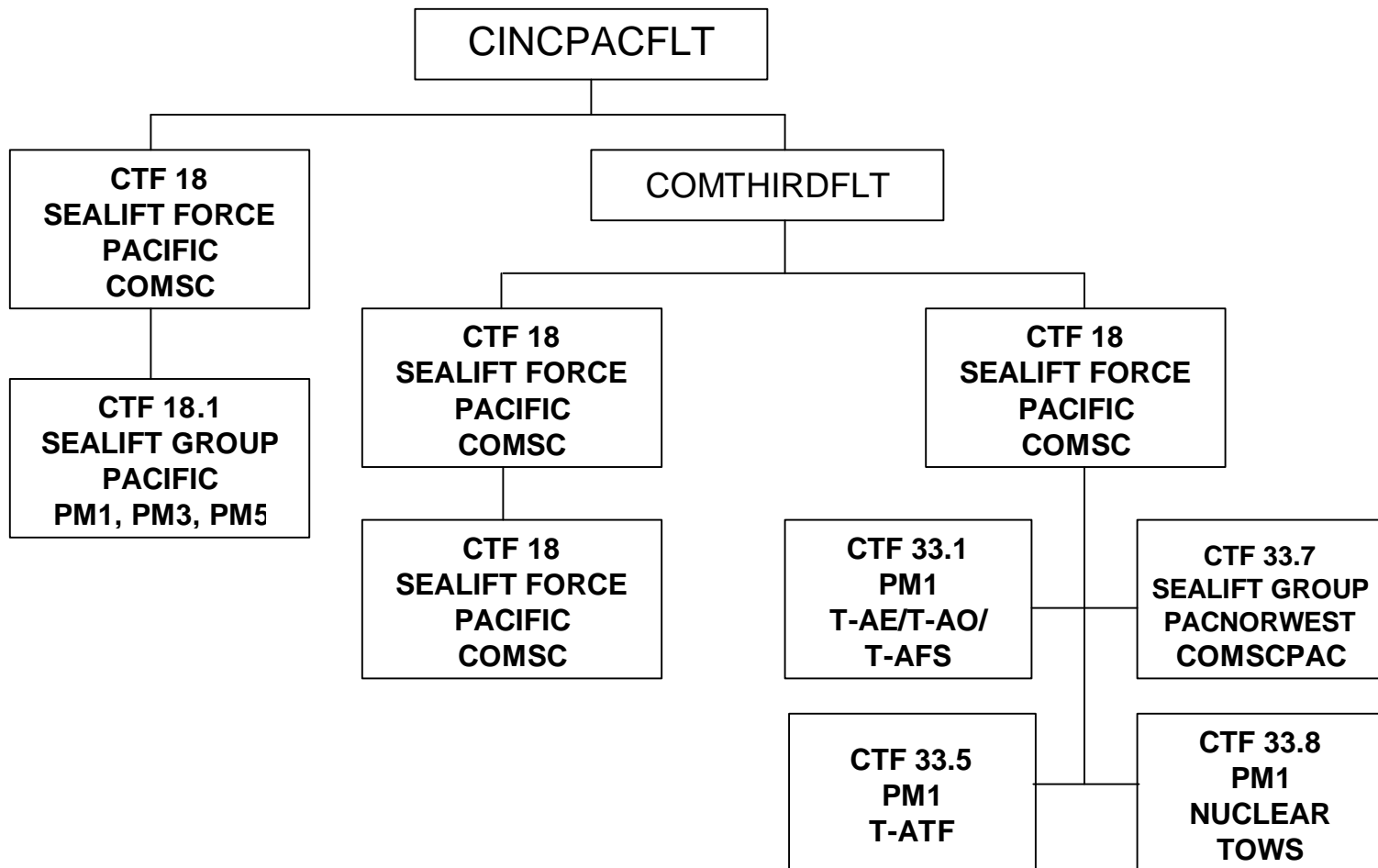


Figure 1-3-1A MSCPAC OPERATIONAL ORGANIZATION

Operational Control (OPCON)

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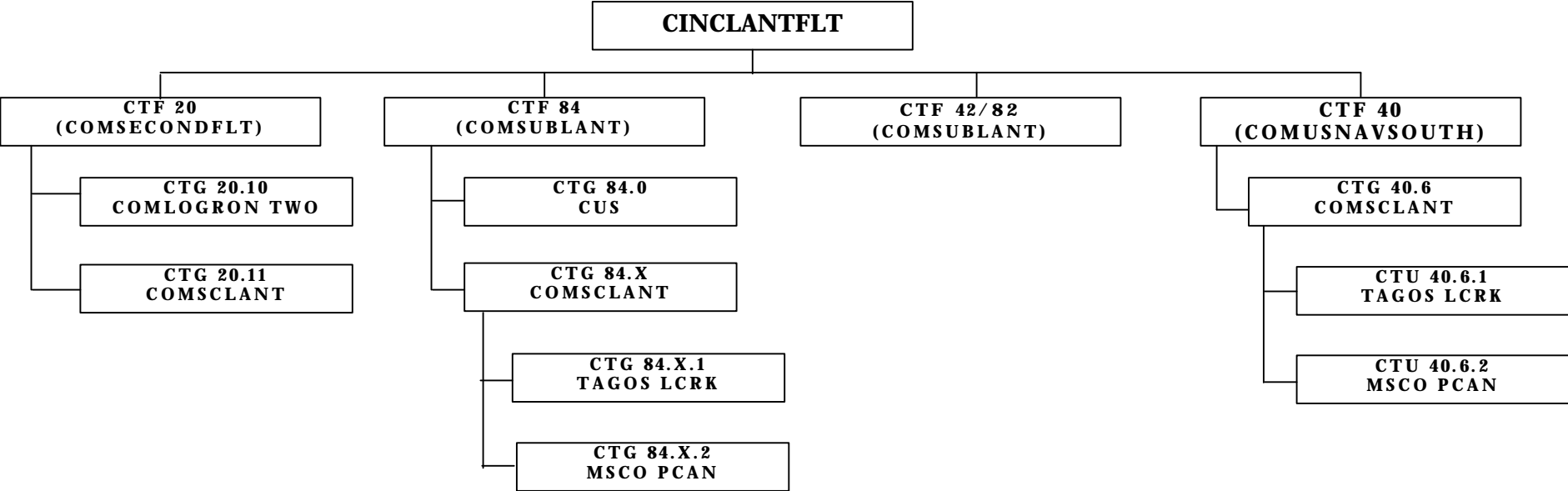


FIGURE 1-3-1B MSCLANT OPERATIONAL ORGANIZATION

MSCLANT - CTG 20.11

COMMANDER TASK GROUP TWO ZERO POINT ONE ONE

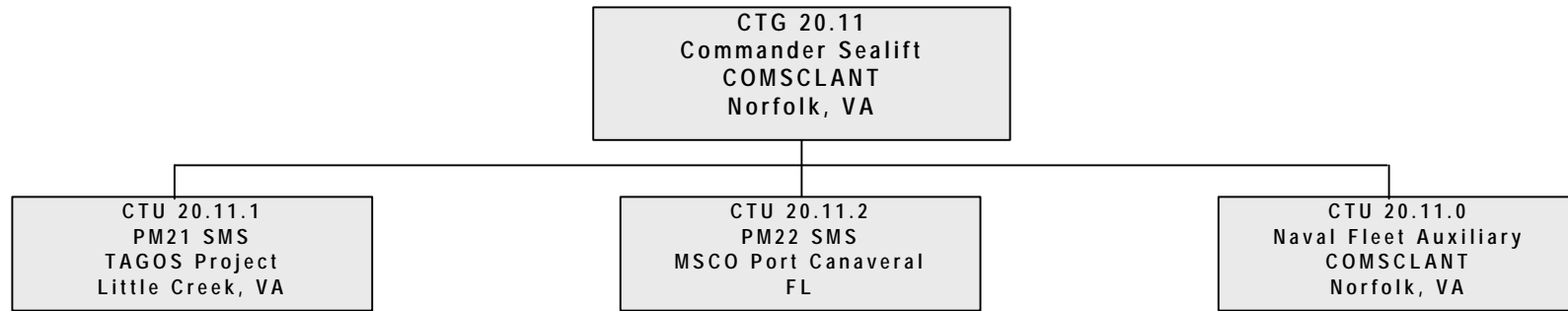


FIGURE 1-3-1C MSCLANT OPERATIONAL ORGANIZATION

MSCLANT - CTG 40.6

COMMANDER TASK GROUP FOUR ZERO POINT SIX

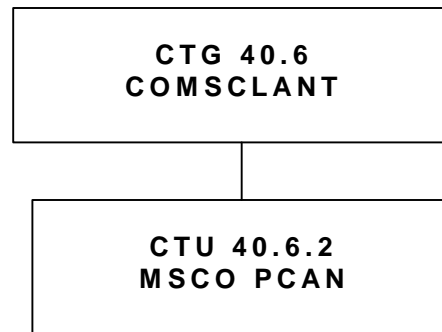


FIGURE 1-3-1D MSCLANT OPERATIONAL ORGANIZATION IN SOUTHCOM AOL

MSCLANT - CTG 48.1

COMMANDER TASK GROUP FOUR EIGHT POINT ONE

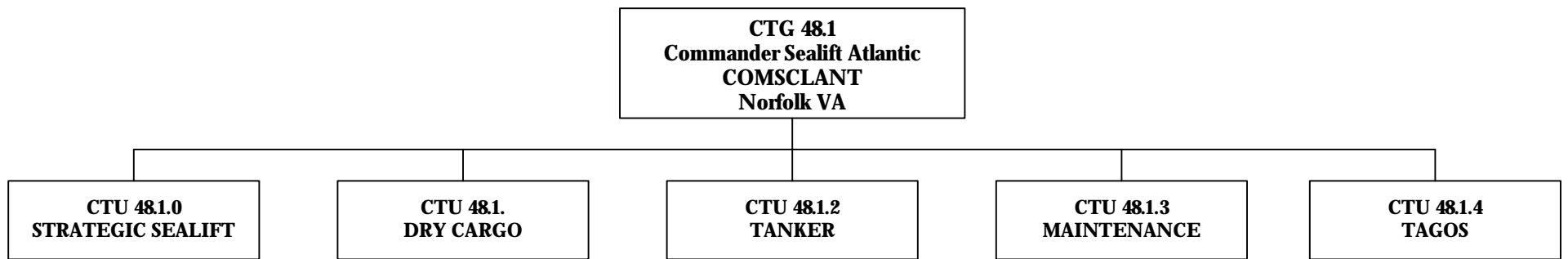


FIGURE 1-3-1E MSCLANT OPERATIONAL ORGANIZATION (CONT)

MSCEUR OPCHAINS

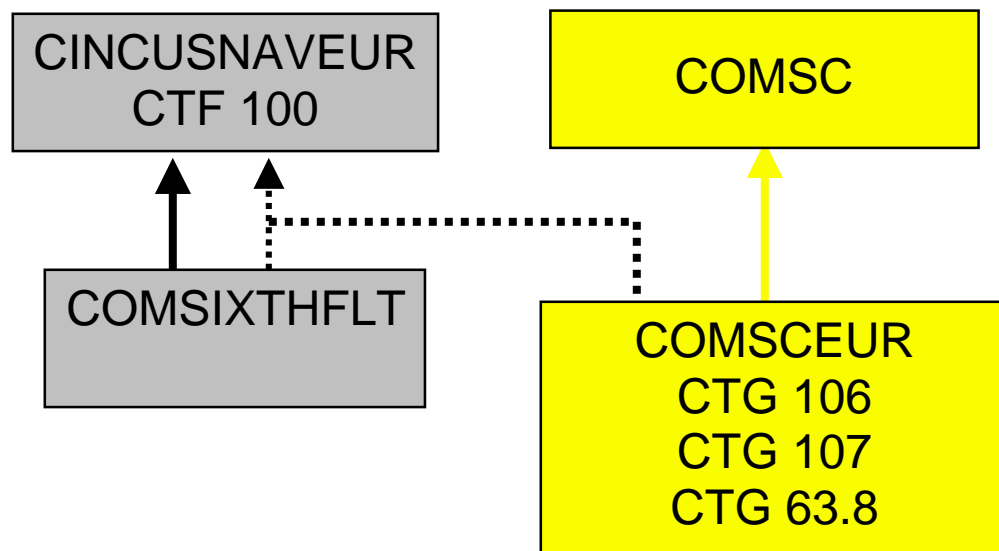


FIGURE 1-3-1F MSCEUR OPERATIONAL ORGANIZATION

MSCCENT

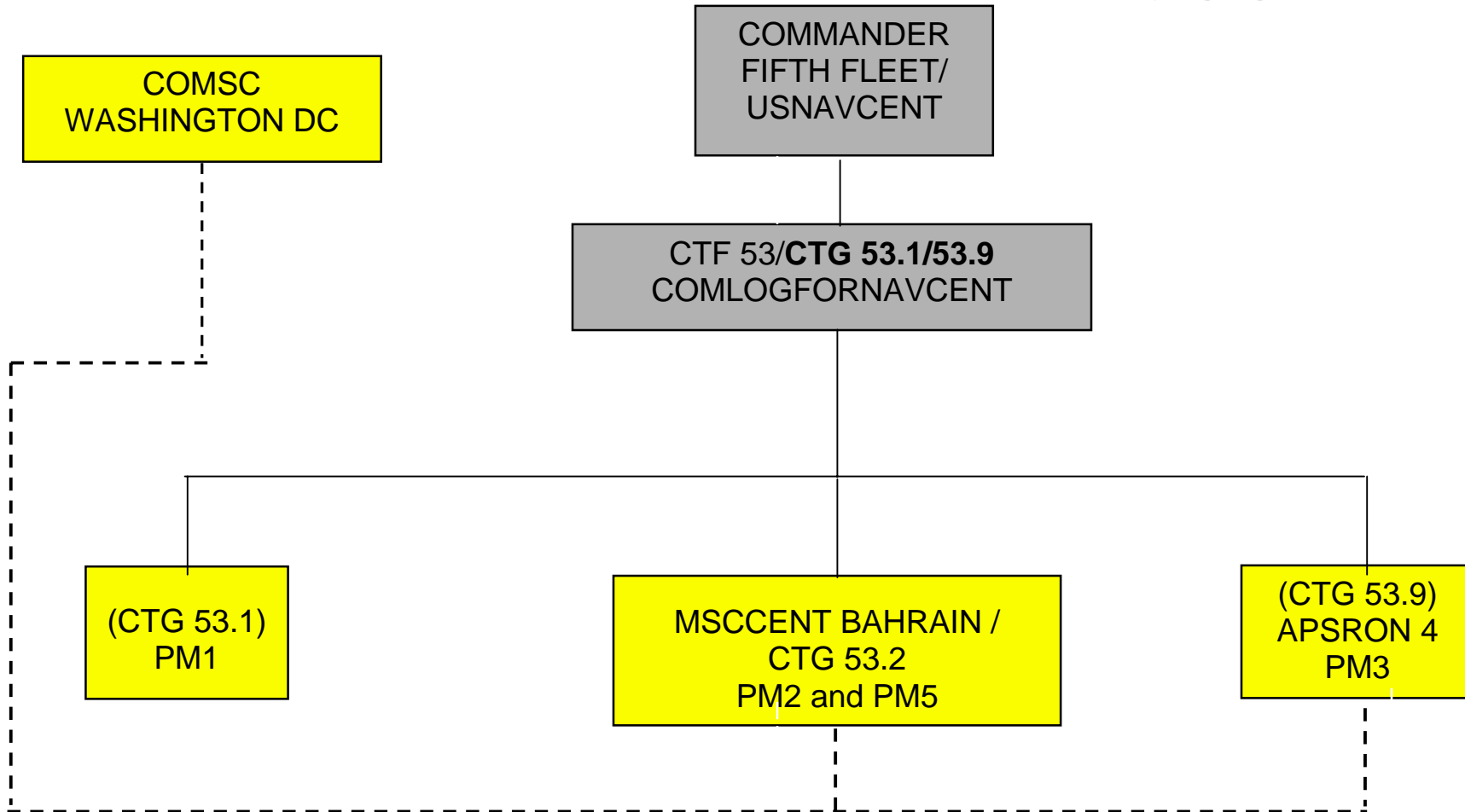


FIGURE 1-3-1G MSCCENT OPERATIONAL

MSCFE OPCHAIN

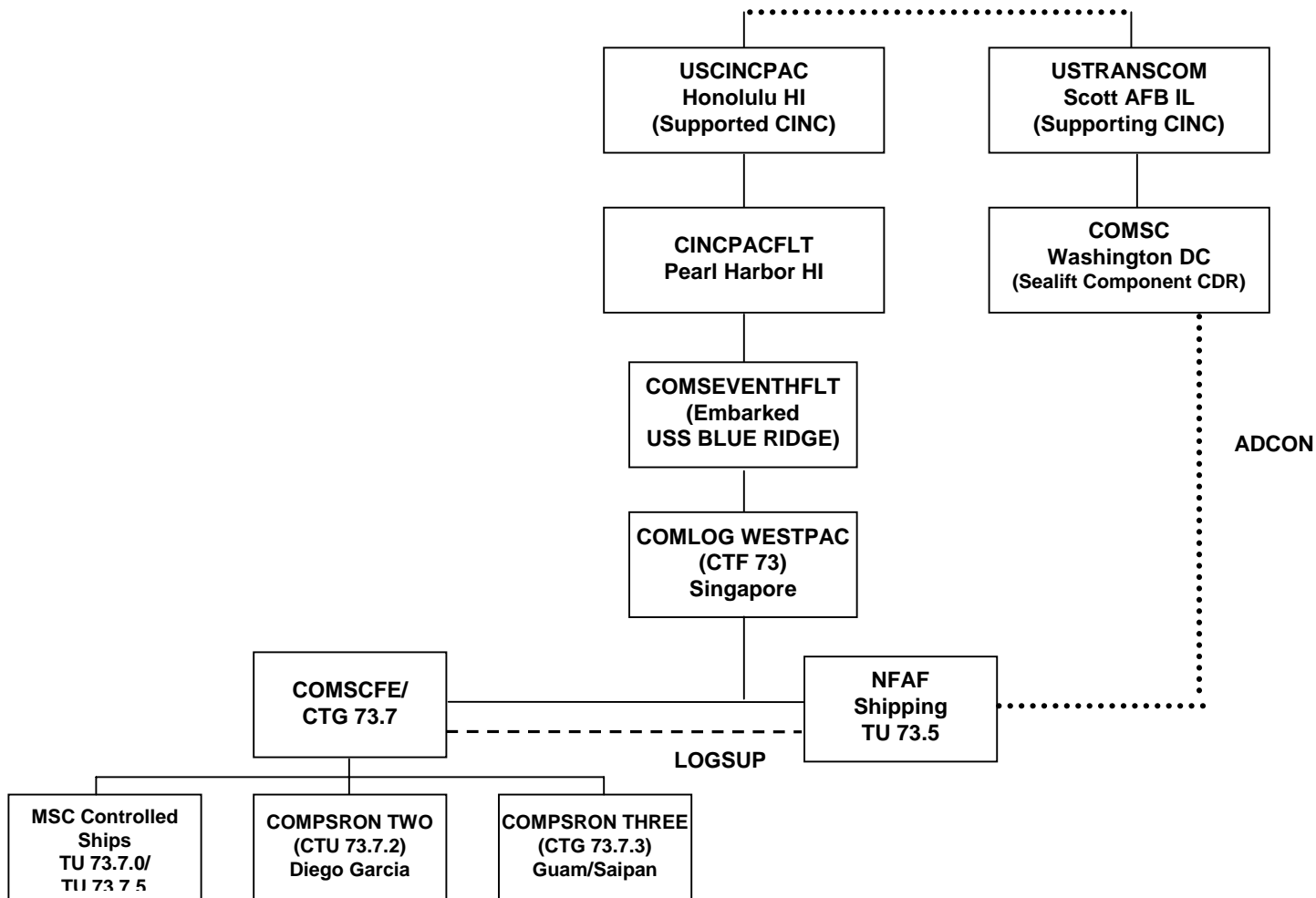


FIGURE 1-3-1H MSCFE OPERATIONAL

MSC Worldwide

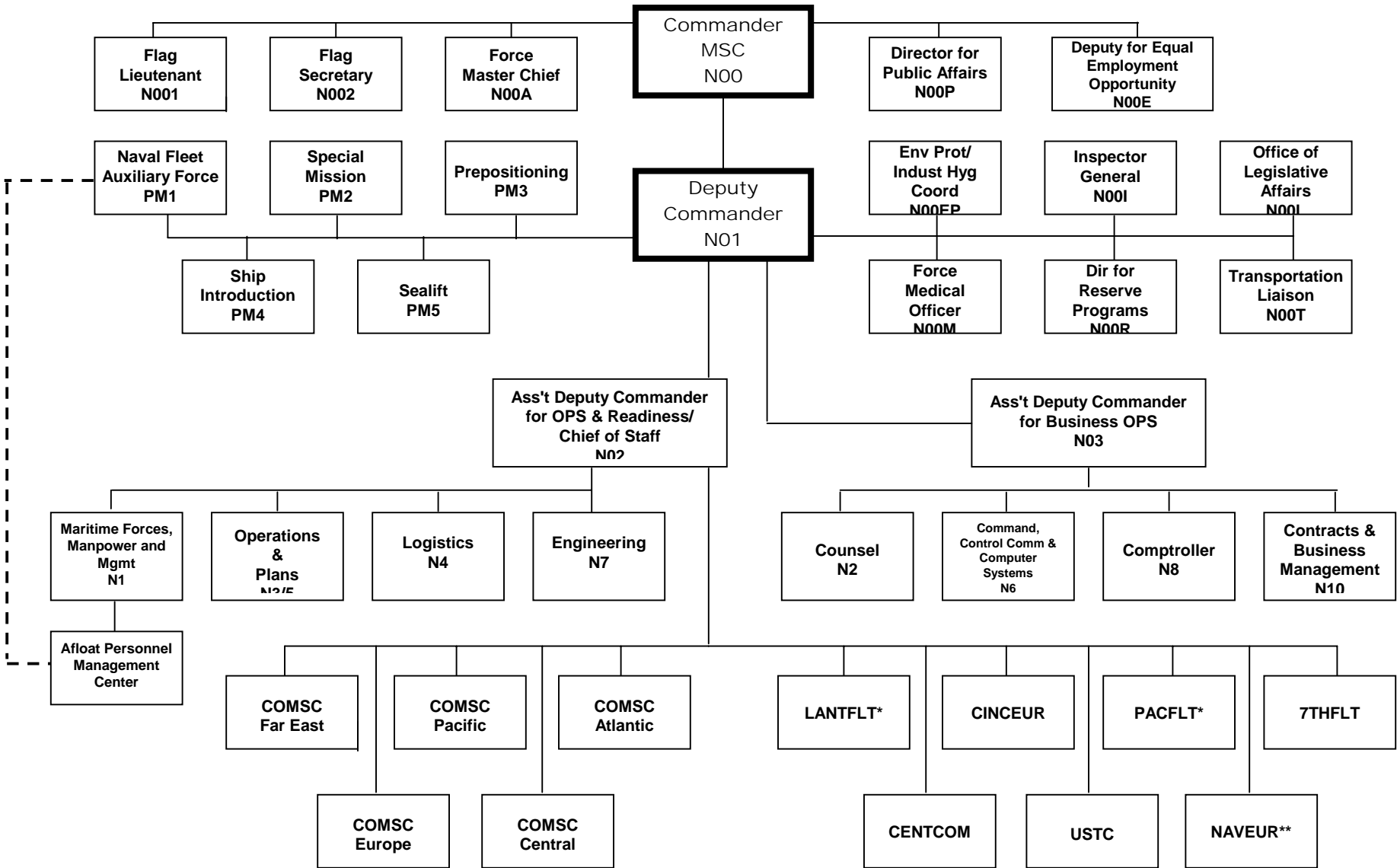


Figure 1-3-1J Functional Directorates

*Area Commander dual-hatted as LNO

**Dual-hatted from MSCEUR staff

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b. Program Management. Each Program Manager exercises administrative control over assigned ships through a headquarters and field activities located in proximity to the ships.

c. Functional Directorates. Headquarters and Field Staff who provide core competencies and specialized support services to the programs. Responsible for developing command-wide policies and procedures to be implemented by the Program Managers.

d. APMC. Provides consolidated personnel support services for MSC's Civil Service Mariners.

e. MSC Area Commanders. MSC Area Commanders, under COMSC, exercise operational control over MSC forces ashore and afloat in their AOR; provide effective and economical sea transportation in their areas for personnel and cargoes of DOD and other government agencies; implement and coordinate plans for expansion of operations in the time of emergency or war and administer planned and/or established supporting facilities for the accomplishment of MSC missions. MSC Area Commanders assist COMSC in the achievement of MSC missions and responsibilities.

f. MSC Squadrons. There are three MSC Maritime Positioning Ship (*MPS*) Squadrons. Afloat Positioning Squadrons (*APS*) was established to provide Operational Control to Army Positioning Stocks (*APS 3*) ships when acting independently from the *MPS* squadrons. MSC Squadron Commanders are responsible for the readiness of assigned ships and are the primary point of contact with the civilian operating companies that operate the *MPS* ships under MSC contract. Squadron Commanders report operationally to their MSC Area Commanders and administratively to the Positioning Program Manager.

g. MSC Offices. MSC Offices (*MSCOs*) are representatives of the MSC Area Commanders and are directly involved in support and control of MSC operations in their respective geographical areas. In addition to handling administrative tasks, reserve training, liaison with shipper services and the maritime industry, office Commanding Officers/Directors respond to requests for assistance from MSC ships such as repairs, mail, laundry, bunkering, handling of emergency leave, securing crew replacements, etc. *MSCO* Commanding Officers/Directors report to respective MSC Area Commanders. MSC Area Commanders may also set up Detachments (*DET*) in remote locations.

h. MSC Representatives and MSC Common-Service Representatives

(1) MSC Representatives are naval officers or Department of the Navy (*DON*) Civil Service employees assigned to the MSC organization.

(2) MSC Common-Service Representatives are U.S. military personnel, DOD Civil Service personnel or consular officers representing MSC in areas where MSC operational functions do not warrant the establishment of an MSC Office, Detachment, Afloat Prepositioning Group or Representative.

(3) MSC Representatives and MSC Common-Service Representatives are located throughout the world. Due to the large number and frequent changes in the location of these representatives and activities, they are not listed in this article.

i. MSC Reserve Program. The mission of the Naval Reserve is designed to provide additional units and trained individuals required by DOD to meet mobilization needs in time of war or national emergency. Naval Reserve units supporting MSC provide for the augmentation of MSC's capability to control the flow of strategic sealift assets during such a contingency. COMSC is the Technical Manager and Manpower Claimant for the 39 Selected Reserve units designated to augment and increase MSC's shore manpower. These include MSCO Units that augment active MSCOs or establish new offices; and MSC Headquarters (*MSCHQ*) Unit that augment the MSC Headquarters, Area Command staffs; and Units that augment MSNAP ships as Cargo Afloat Rig Teams (*CART*).

j. NCS Reserve Program. The Naval Control of Shipping (*NCS*) organization comprises sixteen NCS Office Units spread throughout the country and a headquarters unit which drills at MSC Headquarters in Washington DC. This unit provides overall policy guidance and administrative support to the organization and has a detachment to support and maintain the software for the Port Secure Communications (*PORTSCOM*) system for both MSC and NCS reservists.

1-3-5 ADMINISTRATIVE ASSIGNMENT OF MSC FORCE SHIPS

COMSC administratively assigns both CIVMAR manned and contract operated USNS ships to respective programs who execute ADCON of these forces. ADCON of time and voyage-chartered ships is typically retained by the respective program, with the exception of ships chartered locally by MSC Area Commanders for dedicated intra-theater lift. The designated MSC Program Manager is responsible for the operational readiness of assigned ships.

1-3-6 MSC AREA COMMAND BOUNDARIES

(R)

MSC Area Command AORs are aligned to correspond with those established for the Unified and Fleet CINCs. MSC Area Commanders and their subordinates exercise OPCON over MSC ships in their AOR not specifically assigned to another OPCON authority. Figure 1-3-2 indicates the boundaries of MSC Area Commands as discussed in the following paragraphs.

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a. Where the boundaries between MSC Area Commands define a land-sea interface, the change of OPCON will occur at the sea buoy or points of departure commonly used for the harbor. Unless otherwise specified, the "land" command having a land-sea boundary interface has responsibility for harbor and coastal operations within 12 miles of the coast.

b. Commander, Military Sealift Command, Europe (COMSCEUR) is responsible for Europe (including Ireland, the United Kingdom, Moldova, Ukraine, Belarus and Turkey but not the Russian Federation), Georgia, Armenia, Azerbaijan, Syria, Lebanon, Israel, the continent of Africa (not including Egypt, Sudan, Kenya, Ethiopia, Eritrea, Somalia, and Djibouti), the Baltic Sea, the Black Sea, the Sea of Azov, and the islands in all assigned waters; and the Indian Ocean south of 5° S and west of 42° E; the Atlantic Ocean south of the Tropic of Cancer east of 30° W; and north, along the Atlantic coasts of Africa and Europe, from 18° W and the Tropic of Cancer to the southern and eastern Bay of Biscay, the Irish Sea, the English Channel, the North Sea, and the coast of Norway.

c. Commander, Military Sealift Command, Far East (COMSCFE) is responsible for the Far East and the Indian Ocean areas. COMSCFE AOR includes the Pacific Ocean west of the International Date Line. The western boundary in the Indian Ocean is 42° E and then follows a line from the southern tip of Kenya to 5° S 68° E and thence to the India-Pakistan border. It includes the Indian Ocean South of 5° South latitude and East of 68° East longitude, Japan, the Republic of Korea, the Democratic People's Republic of Korea, the People's Republic of China, the countries of Southeast Asia, the southern Asian land mass and islands in assigned water areas. It also includes the waters north of 066° N between 100° E, and 180° E.

d. Commander, Military Sealift Command, Central (COMSCCENT) is responsible for Egypt, Sudan, Djibouti, Ethiopia, Kenya, Somalia, Jordan, Saudi Arabia, Kuwait, Oman, Qatar, United Arab Emirates, Republic of Yemen, Bahrain, Iran, Iraq, Afghanistan, Eritrea, and Pakistan, Turkmenistan, Uzbekistan, Kazakhstan, Kyrgyzstan, and Tajikistan, the Gulf of Aden, the Gulf of Oman, the Arabian Gulf, the Red Sea, the Arabian Sea and the Indian Ocean from 68° E, westward with the southern boundary defined by 5° S, and west to Kenya/ Tanzania coastal border, including the Seychelles.

e. Commander, Military Sealift Command, Atlantic (COMSCLANT) is responsible for the Arctic Ocean east of 95° W and west of 100° E, Greenland and other islands (except the United Kingdom and Ireland) in all assigned water areas. MSCLANT's AOR includes central and South America and the Pacific and Atlantic Oceans from 92° W eastward to 30° W, the Gulf of Mexico, the Caribbean Sea and its island nations and European possessions, Puerto Rico and the U.S. Virgin Islands.

f. Commander, Military Sealift Command, Pacific (COMSCPAC) is responsible for the Pacific Ocean west of 92° W, the Bering Sea, the Arctic Ocean west of 95° W and the ocean area and all islands east of the International Date Line.

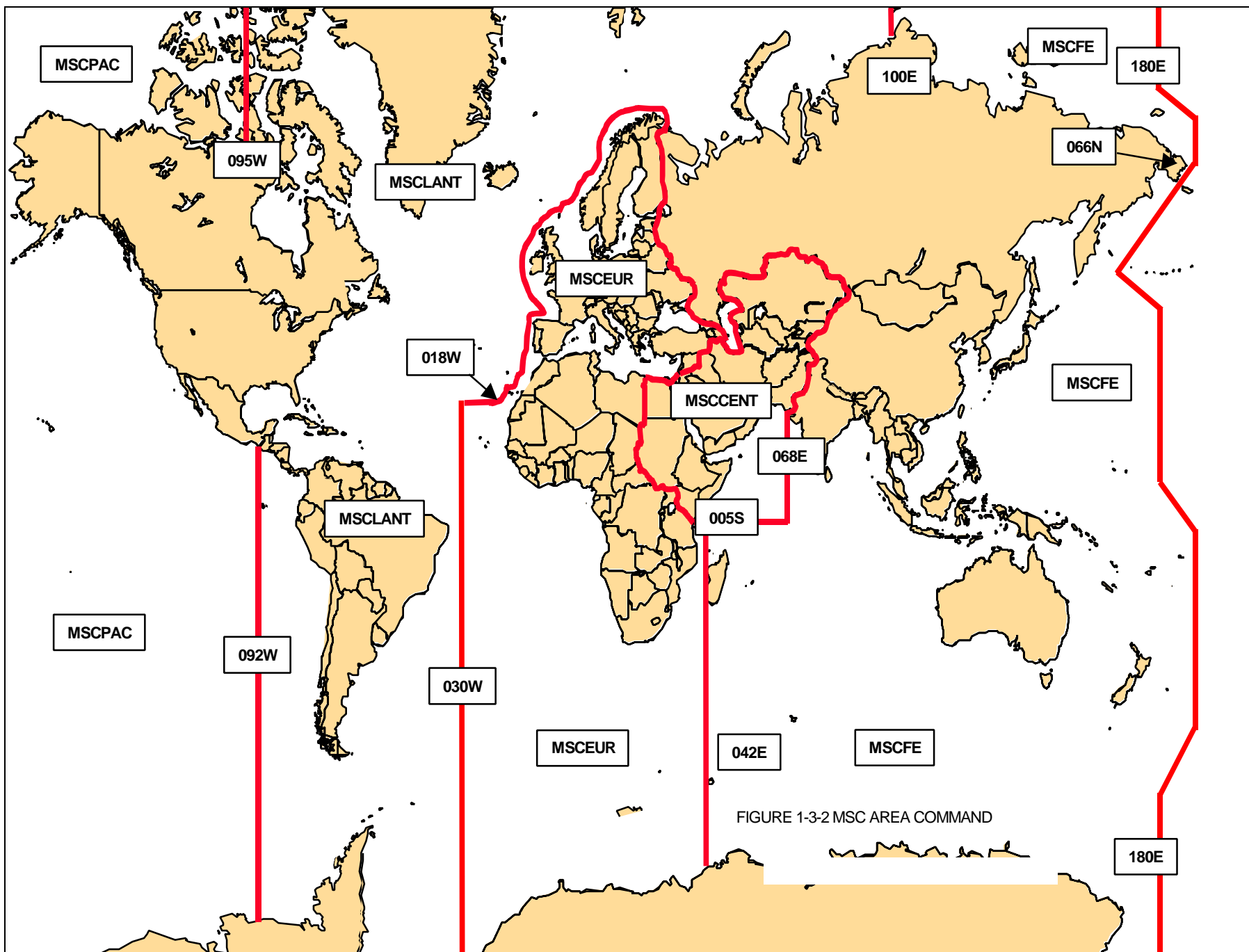


FIGURE 1-3-2 MSC AREA COMMAND AORS

CHAPTER 2 - OPERATIONS

**SECTION 1 - OPERATIONAL ORGANIZATION
AND OPERATIONAL CONTROL**

Definitions	2-1-1
General	2-1-2
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Sealift Operational Task Organization.....	2-1-4
Operational Control	2-1-5
Senior Officer Present Afloat.....	2-1-6
Naval Control of Shipping Organization	2-1-7

2-1-1 DEFINITIONS

For purposes of this instruction the following terms are defined.

a. Operational Control (OPCON), according to Allied Tactical Publication (ATP) 1 Volume 1, *Allied Maritime Tactical Instructions and Procedures*, is "The authority delegated to a commander to direct forces assigned so that the commander may accomplish specific missions or tasks which are usually limited by function, time or location, to deploy units concerned, and to retain or assign tactical control of those units." It does not include the authority to assign separate employment of components of those units concerned. Neither does it, of itself, include administrative or logistic control. More specifically, in respect to OPCON of MSC Force ships, with the exception of voyage chartered vessels, it is that control for the purpose of routing, sailing, protection, diversion, bunkering and operation of ships. It also includes tactical and in-port operational control of MSC Force ships.

b. Change of Operational Control (CHOP), according to ATP 1 Volume 1, *Allied Maritime Tactical Instructions and Procedures*, is "The date and time, expressed in Greenwich Mean Time (GMT), at which the responsibility for OPCON of a force or unit (ship) passes from one OPCON authority to another." With respect of MSC Areas of Responsibility, CHOP may also be expressed in terms of position or boundary crossing.

c. Tactical Control (TACON), according to ATP 1 Volume 1, *Allied Maritime Tactical Instructions and Procedures*, is "The detailed, and usually local direction and control of ship movements or maneuvers necessary to accomplish missions or tasks assigned."

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d. In-port OPCODE, includes the control of all MSC Force ship in-port movements, berthing, bunkering, loading and discharging, issuance of in-port shift orders, voyage sailing orders and reports including any anticipated change in sailing time of more than 24 hours. In-port OPCODE begins and ends at the geographical boundary of the port concerned.

2-1-2 GENERAL

a. MSC is part of the Navy Operating Forces, which are organized in a parallel command structure; an administrative structure (*briefly described in Chapter 1*) which is under COMSC and an operational structure which is under four separate operating organizations. These organizations are headed by Commander in Chief, U. S. Pacific Fleet (*CINCPACFLT*); Commander in Chief, U. S. Atlantic Fleet (*CINCLANTFLT*), Commander in Chief, U. S. Naval Forces Europe (*CINCUSNAVEUR*) and Commander, U. S. Naval Forces Central Command (*COMUSNAVCENT*), operating under Commander in Chief, Central Command (*CINCCENT*).

b. This section describes the operational organization of the Navy Operating Forces; the Sealift Operational Task Organization; OPCODE policies and procedures; authority of the Senior Officer Present Afloat (*SOPA*); and the Naval Control of Shipping Organization (*NCSORG*).

2-1-3 OPERATIONAL ORGANIZATION OF THE NAVY OPERATING FORCES

a. Operational Organization and Operational Chain of Command. Within the Navy, there are four major operational organizations and each has a separate operational chain of command. Three of the four organizations are headed by and the chain of command begins with a Navy FLTCINC; *CINCPACFLT*, *CINCLANTFLT*, and *CINCUSNAVEUR*. The fourth organization, *COMUSNAVCENT*, is the naval component commander of USCINCCENT. At the next lower level are the Numbered Fleet Commanders, also known as Operational Fleet Commanders. There are five Numbered Fleet Commanders and one un-numbered Fleet Commander; Commander Second Fleet (*COMSECONDFLT*), Commander Third Fleet (*COMTHIRDFLT*), Commander Fifth Fleet (*COMFIFTHFLT*), Commander Sixth Fleet (*COMSIXTHFLT*) and Commander Seventh Fleet (*COMSEVENTHFLT*) and (*the un-numbered Fleet Command*) *COMUSNAVSOUTH*. *COMTHIRDFLT* and *COMSEVENTHFLT* both report to *CINCPACFLT*, *COMSECONDFLT* and *COMUSNAVSOUTH* reports to *CINCLANTFLT*, *COMSIXTHFLT* reports to *CINCUSNAVEUR* and *COMFIFTHFLT* is dual-hatted as *COMUSNAVCENT*. The Navy Fleet CINCs, *COMUSNAVCENT* and the Fleet Commanders (*both numbered and*

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un-numbered) have geographically-oriented responsibilities and are permanently organized. The operational chain of command then continues down through the task force (*TF*), task group (*TG*), task unit (*TU*) and task element (*TE*) levels and then to individual Commanding Officers and Masters of ships of the Navy Operating Forces; see Figure 2-1-1.

NOTE: *MSC Area Commander boundaries correspond with those established for the associated numbered fleet commanders; see Article 1-3-6.*

b. Operational Task Organization. Below the Numbered Fleet Commander level, the operational organization and chain of command is not permanently constituted or organized but is task oriented and can be structured as necessary to meet operational requirements.

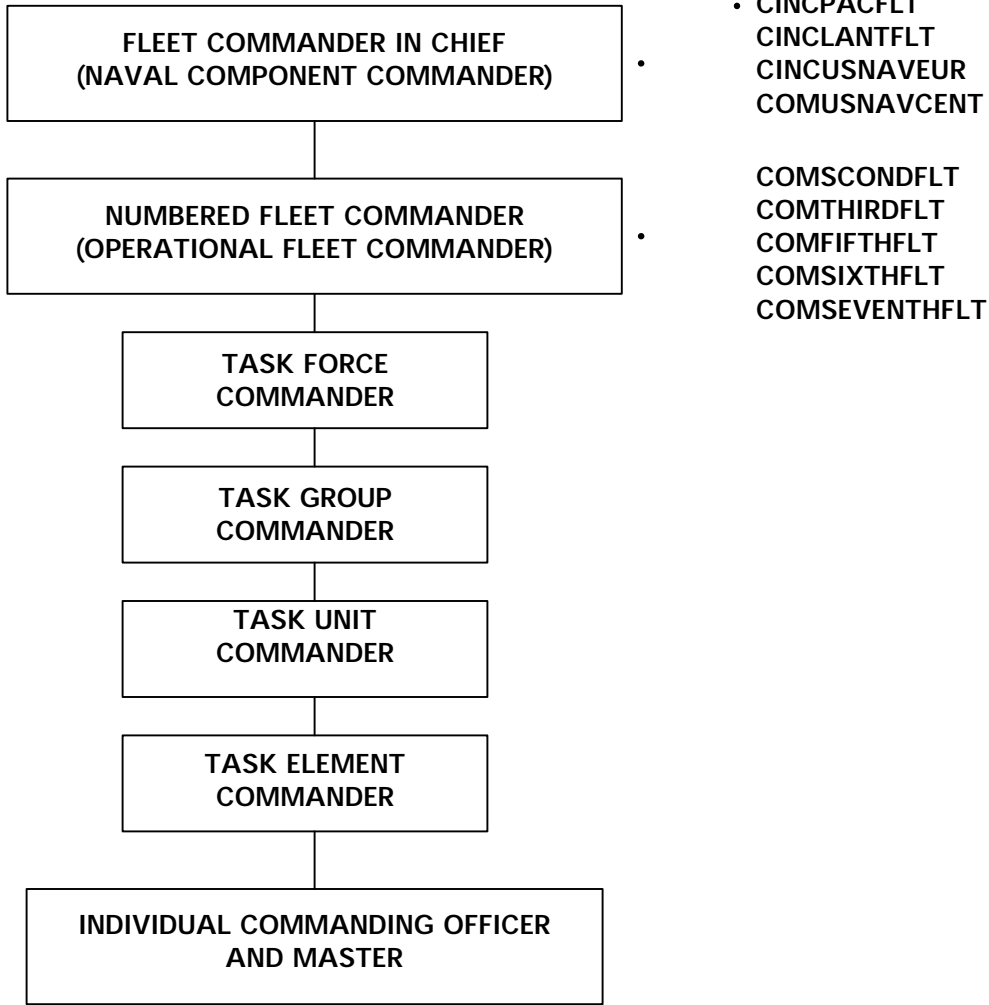


FIGURE 2-1-1. OPERATIONAL ORGANIZATION OF THE OPERATING FORCES OF THE NAVY

(1) Changes in task organizations may occur with changes in forces assigned, geographic area of operation, military task or tactical situation. Due to the flexible nature of the operational task organization, the organization must be explicitly set forth in applicable operation orders (*OPORDs*), operation plans (*OPLANs*) and voyage sailing orders.

(2) An operational task organization commander and his staff may be embarked in a sea-going unit of the task organization or when suitable facilities are not available afloat, they may be located ashore.

c. Task Organization (EXAMPLE ONLY). Figure 2-1-2 depicts a notional Second Fleet task organization (*example only*) with multiple task forces, task groups, task units and task elements. All task organizations begin with the number "2" since they are part of the Second Fleet operational organization. Note the numbering system used to delineate task organization commanders such as Commander Task Force 20 (*CTF 20*), Commander Task Group 20.11 (*CTG 20.11*), Commander Task Unit 20.11.2 (*CTU 20.11.2*) and Commander Task Element 20.11.2.2 (*CTE 20.11.2.2*).

(1) Task forces (*TF*) are normally divided into subordinate task groups (*TG*) which are identified by adding a decimal and digit (*or digits*) following the TF number.

(2) Similarly, a TG may be subdivided into subordinate task units (*TU*) which are identified by adding a decimal and digit (*or digits*) following the TG number. A TU may also be subdivided into subordinate task elements (*TE*).

2-1-4 SEALIFT OPERATIONAL TASK ORGANIZATION

As discussed in section 1-3-4, Area Commanders provide OPCON over MSC ships in their AOR when MSC ships are not assigned to another operational commander. Each Area Command has operational task group commander status under their associated fleet commander. COMSC, as the Commander of Sealift forces in both the Pacific and Atlantic (*CTF 18/CTF 48*), has given COMSCPAC and COMSCLANT an additional operational task group commander designation usually reserved for ships in Reduced Operating Status (*ROS*), undergoing availabilities, in transit or conducting underway training prior to being assigned to a fleet commander. U. S. Pacific Fleet Sealift Operational Task Organizations are described first, followed by the U. S. Atlantic Fleet, U. S. Naval Forces Europe and U. S. Naval Forces Central Command organizations. Figures 1-3-1A through 1-3-1H pertain.

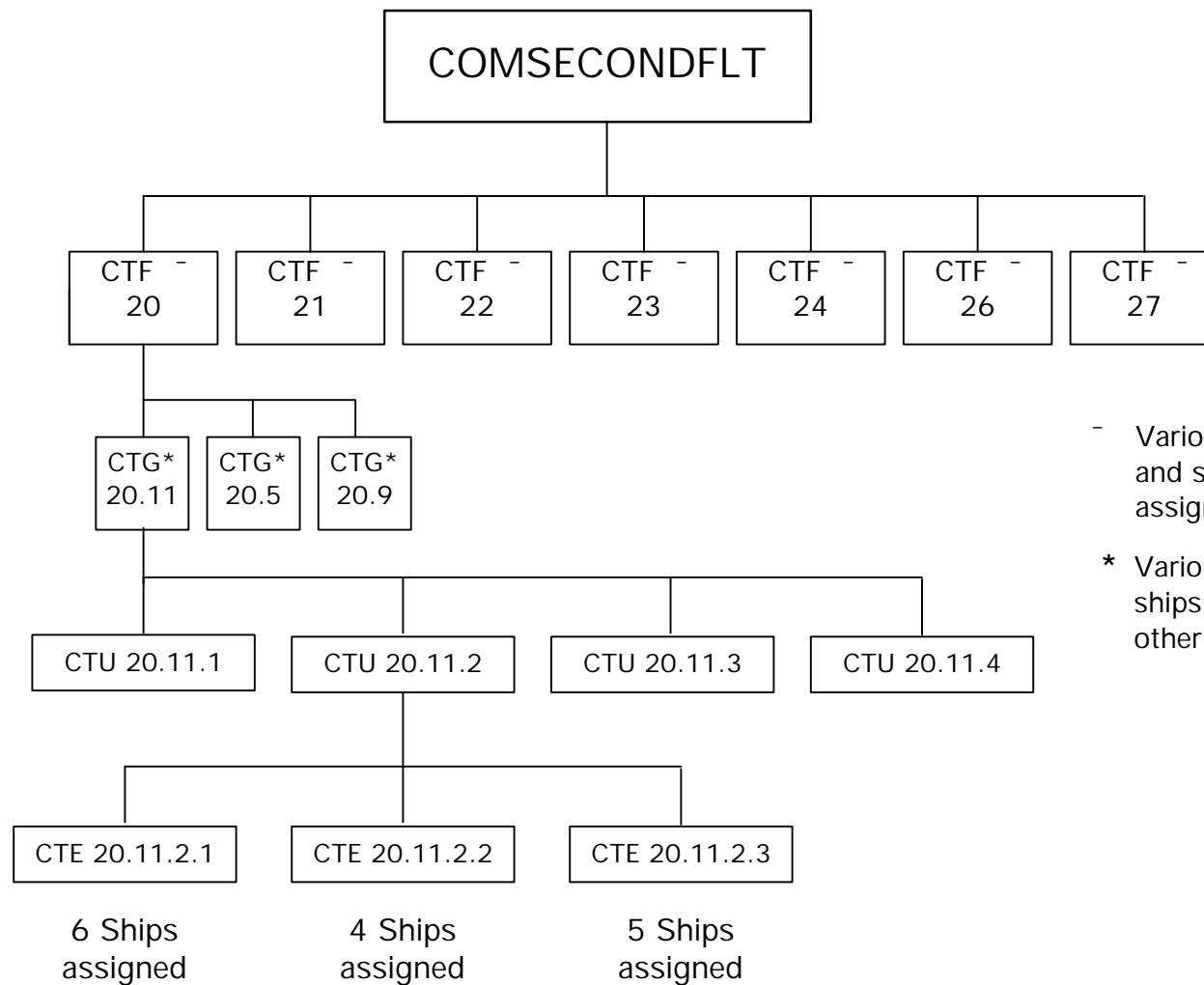
Numbered
Fleet Commander
Level

Commander
Task Force
(CTF) Level

Commander
Task Group
(CTG) Level

Commander
Task Unit
(CTU) Level

Commander
Task Element
(CTE) Level



- Various CTG/CTU/CTE's and ships may be assigned to other CTF's
- * Various CTU/CTE's and ships may be assigned to other TF 20 CTG's

FIGURE 2-1-2. TASK ORGANIZATION (EXAMPLE ONLY)

NOTE: *The operational task organization structure is not permanent and provides for significant flexibility to organize forces to meet specific mission requirements. Accordingly, MSC Force ships may be assigned to task organizations other than those identified in the following paragraphs.*

a. U. S. Pacific Fleet Sealift Operational Task Organization

(1) Commander Sealift Group Third Fleet/Commander Task Group 31.11 (CTG 31.11)

(a) Organizational Relationships. See Figure 1-3-1A.

(b) Mission. The CTG 31.11, under the Commander, Combat Support Force, Third Fleet (*CTF 31*), exercises OPCON of assigned sealift forces for the purpose of providing naval fleet auxiliary, special mission support, prepositioning and sealift forces to U.S. and allied forces in the eastern Pacific Ocean; participates in combined, joint and intertype training exercises and acts as advisor to CTF 31 for planning, logistics and operations involving sealift forces.

(c) Area of Responsibility. Same as COMSCPAC; see Article 1-3-6 including Figure 1-3-2.

(2) Commander Sealift Group Seventh Fleet/Commander Task Group 73.7 (CTG 73.7)

(a) Organizational Relationships. See Figure 1-3-1H.

(b) Mission. The CTG 73.7, under the Commander, Logistic Forces Western Pacific (*CTF 73*), exercises OPCON of assigned sealift forces for the purpose of providing naval fleet auxiliary, special mission support, prepositioning and sealift forces to U.S. and allied forces in the western Pacific and Indian Oceans; participates in combined, joint and intertype training exercises and acts as advisor to COMLOG WESTPAC for planning, logistics and operations involving sealift forces.

(c) Area of Responsibility. Same as COMSCFE; see Article 1-3-6 including Figure 1-3-2.

(3) Commander, Sealift Forces U.S. Pacific Fleet/Commander Task Force 18 (CTF 18)

(a) Organizational Relationships. See Figure 1-3-1A.

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(b) Mission. COMSC, as CTF 18, under CINCPACFLT, acts as operational and type commander for sealift forces and, through the applicable program manager, organizes, trains, equips, prepares, maintains the readiness of and plans the employment of naval fleet auxiliary, special mission support, prepositioning and strategic sealift forces assigned and provides ready forces to the OPCON of forces in order to support the objectives of the Pacific Fleet in peace, crisis or war. See Figure 1-3-1A for organizational relationships.

(c) Commander, Sealift Group Pacific/Commander Task Group 18.1 (CTG 18.1)

(1) Organizational Relationships. See Figure 1-3-1A.

(2) Mission. COMSCPAC, as CTG 18.1, under the CTF 18, advises and assists task force, unified, specified and naval component commanders on technical and tactical matters concerning naval fleet auxiliary, special mission support, prepositioning and strategic sealift forces; conducts operational planning for the employment of sealift forces and exercises OPCON of forces in order to support the objectives of the Pacific Fleet in peace, crisis or war. Forces normally assigned to CTG 18.1 include ships in Reduced Operating Status (*ROS*), undergoing availabilities, in transit or conducting underway training prior to being assigned to a fleet commander.

(3) Area of Responsibility. Same as COMSCPAC; see Article 1-3-6 including Figures 1-3-2.

b. U. S. Atlantic Fleet Sealift Operational Task Organization

(1) Commander Sealift Atlantic/Commander Task Group 20.11 (CTG 20.11)

(a) Organizational Relationships. See Figure 1-3-1B thru E.

(b) Mission. The CTG 20.11, under the Commander, Second Fleet (*C2F*), exercises OPCON of assigned sealift forces for the purpose of providing naval fleet auxiliary, special mission support, prepositioning and sealift forces to U.S. and allied forces in the western Atlantic Ocean and Caribbean Sea; participates in combined, joint and intertype training exercises and acts as advisor to C2F for planning, logistics and operations involving sealift forces.

(c) Area of Responsibility. Same as COMSCLANT; see Article 1-3-6 including Figure 1-3-2.

(2) Commander, Sealift Forces U.S. Atlantic Fleet/Commander Task Force 48 (CTF 48)

(a) Organizational Relationships. See Figure 1-3-1E.

(b) Mission. COMSC, as CTF 48, under CINCLANTFLT, acts as type commander for sealift for sealift forces and, through the applicable program manager, organizes, trains, equips, prepares, maintains the readiness of and plans the employment of naval fleet auxiliary, special mission support, prepositioning and sealift forces assigned; and provides ready forces to the OPCON of other commanders and exercises OPCON of forces in order to support the objectives of the Atlantic Fleet in peace, crisis or war.

(3) Commander, Atlantic Sealift Group/Commander Task Group 48.1 (CTG 48.1)

(1) Organizational Relationships. See Figure 1-3-1E.

(2) Mission. COMSCLANT, as CTG 48.1, under the CTF 48, advises and assists task force, unified, specified and naval component commanders on technical and tactical matters concerning naval fleet auxiliary, special mission support, prepositioning and sealift forces; conducts operational planning for the employment of sealift forces and provides logistic, training and readiness support; and, as directed, exercises OPCON of forces in order to support the objectives of the Atlantic Fleet in peace, crisis or war. Forces normally assigned to CTG 48.1 include ships in ROS, undergoing availabilities, in transit or conducting underway training prior to being assigned to a fleet commander.

(3) Area of Responsibility. Same as COMSCLANT; see Article 1-3-6 including Figure 1-3-2.

(3) Commander, Atlantic Sealift Group/Commander Task Group 40.6 (CTG 40.6)

(a) Organizational Relationship. See Figure 1-3-1D.

(b) Mission. COMSCLANT, as CTG 40.6, under CTF 40, exercises OPCON of assigned sealift forces for the purpose of providing naval fleet auxiliary, special mission support, prepositioning and sealift forces when chopped to USCINCSO for operations in the SOUTHCOM AOR.

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c. U. S. Naval Forces Europe Sealift Operational Task Organization

(1) Commander, Military Sealift Command Europe/Commander Sealift Forces Europe/Commander Task Force 106 (CTF 106)

(a) Organizational Relationships. CTF 106 is directly subordinate to CINCUSNAVEUR. See Figure 1-3-1F.

(b) Mission. CTF 106, under CINCUSNAVEUR, serves as the Operational Commander of MSC controlled sealift forces under the OPCON of COMSCEUR and operating within the CINCUSNAVEUR AOR.

(c) Area of Responsibility. Same as COMSCEUR; see Article 1-3-6 including Figure 1-3-2.

(2) Commander, Military Sealift Command Europe/Commander Task Group 63.8 (CTG 63.8)

(a) Organizational Relationships. See Figure 1-3-1F.

(b) Mission. The CTG 63.8, under the Commander, Service Force Sixth Fleet (CTF 63), exercises OPCON of assigned sealift forces for the purpose of providing naval fleet auxiliary, special mission support, prepositioning and sealift forces to U.S. and allied forces in the Mediterranean Sea; maintains the highest practicable state of readiness for sealift operations, including operations in support of other forces; participates in combined, joint and intertype training exercises and acts as advisor to (CTF 63) for planning, logistics and operations involving sealift forces.

(c) Area of Responsibility. The Mediterranean Sea.

d. U. S. Naval Forces Central Command Sealift Operational Task Organization

(1) Military Sealift Command Central Asia/Commander Task Group 53.2 (CTG 53.2)

(a) Organizational Relationships. See Figure 1-3-1G.

(b) Mission. The CTG 53.2, under the Commander, Logistics Force Fifth Fleet (CTF 53), exercises OPCON of assigned sealift forces for the purpose of providing naval fleet auxiliary, special mission support, prepositioning and sealift forces to U.S. and

allied forces in Southwest Asia; maintains the highest practicable state of readiness for sealift operations, including operations in support of other forces; participates in combined, joint and intertype training exercises and acts as advisor to (CTF 53) for planning, logistics and operations involving sealift forces.

(c) Area of Responsibility. Same as COMSCCENT; see Article 1-3-6 including Figure 1-3-2.

2-1-5 OPERATIONAL CONTROL

a. Background

(1) The primary function of Navy TYCOMs is to provide ready forces to the FLTCINCs for OPCON. COMSC as the Navy Sealift TYCOM (*Commander Sealift Forces, U. S. Pacific Fleet/CTF 18, Commander Sealift Forces, U. S. Atlantic Fleet/CTF 48 and Commander Sealift Forces Europe/CTF 106*) is part of the administrative/TYCOM organization of the Navy Operating Forces. Although COMSC is not part of Navy Operating Forces operational organization, scheduling of MSC Strategic Sealift Force common user dry cargo ships and tankers is controlled by the MSC administrative/type commander chain of command, under the auspices of the Sealift Program Manager (PM5). Accordingly, COMSC does participate in the scheduling function for certain MSC Force ships.

(2) Procedures described herein are intended to be general in nature and are not intended to restrict unduly the commanders responsible for the movements of MSC Force ships. All MSC activities should be alert to recommend to COMSC and operational task organization commanders advantageous modifications in schedules, unusual loading or discharging conditions, repair needs, etc., in order that MSC Force ships can most expeditiously and economically conduct their missions.

b. General Procedures

(1) Operational Control. See Article 2-1-1 for the definition of OPCON. Unless otherwise specified in this instruction, the FLTCINCs (*i.e., CINCPACFLT, CINCLANTFLT and CINCUSNAVEUR*), COMUSNAVSOUTH and COMUSNAVCENT will exercise OPCON over MSC Force ships. FLTCINCs, COMUSNAVSOUTH and COMUSNAVCENT may in turn delegate OPCON to their subordinate Fleet Commanders. Fleet Commanders may in turn delegate TACON authority to their task force commanders and they in turn to task group commanders. TACON of MSC Force ships may be exercised by the appropriate Sealift Operational Task Group Commander; see

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Article 2-1-4. However, due to the inherent flexibilities of the task oriented structure and variety of sealift missions, MSC Force ships may be assigned to other operational task organization commanders. Notwithstanding the foregoing, there will be instances when OPCON of MSC Force ships may be exercised by the following authorities.

(a) Naval Control of Shipping Organization (NCSORG), Operational Control Authorities (OCAs). This will normally occur during a crisis or war when mandatory naval control of shipping (NCS) is declared by a FLTCINC.

(b) Senior Officer Present Afloat (SOPA). This may occur during an emergency such as a search-and-rescue (SAR) operation, hurricane or typhoon sortie or evacuation of stricken areas.

(c) U. S. Coast Guard Search-and-Rescue Commander. This may occur during SAR operations.

(2) Change of Operational Control (CHOP). See Article 2-1-1 for the definition of CHOP. Boundaries of MSC Area Commands conform to numbered Fleet Command and FLTCINC operational areas of responsibility (AOR); see Article 1-3-6. Unless otherwise specified in this instruction or directed by COMSC or a FLTCINC, when a MSC Force ship passes from one AOR to another, OPCON shall pass from one Numbered Fleet Commander to another (*or Operational Task Group Commander to another, as applicable*).

(a) The CHOP shall be automatic and be transmitted in accordance with NWP 1-03.3; *Subj: Status of Resources and Training System (SORTS)* and/or the MSC Communications Policies and Procedures Manual (CPPM) (COMSCINST 2000.2).

(b) When it is intended that OPCON pass from one OPCON authority to another, the applicable operation order (OPORD), operation plan (OPLAN) or voyage sailing order should state in explicit terms the manner of chop execution in terms of time (GMT), position or boundary.

(3) Tactical Control. See Article 2-1-1 for the definition of tactical control. This authority is granted by the authority exercising OPCON or the officer in tactical command (OTC) to a subordinate commander to assume some functions concerning direction, coordination or control of ship movements, maneuvers and actions relative to a specific task. This authority is usually assigned to a subordinate for a limited period of time to conduct a specific mission or task. Tactical control may be exercised over MSC Force

ships as mission requirements dictate; examples include, formation and convoy steaming, underway replenishment (*UNREP*) operations and amphibious task force operations. The officer exercising tactical control is responsible for the safety of ships under his control, although the ultimate responsibility remains with the Commanding Officer or Master.

(4) In-port OPCON. See Article 2-1-1 for the definition of in-port operational control. This authority is delegated to the local MSC representative (*i.e.*, *MSCO*, *MSC DET*, *MSC Common-Service Representative*) by the cognizant MSC Area Commander or is exercised by that commander.

(a) When there is no MSC representative present at ports of call, Masters shall be governed by directives received from the activities designated by the MSC Area Commanders.

(b) In the event of an emergency, the Naval SOPA, U. S. Coast Guard Captain of the Port (*COTP*) or the local port authority may issue orders or direct the movement of MSC Force ships in that port. The vessel shall inform the local MSC representative of this event as soon as practical.

c. Specific Procedures. The following appendices contain additional specific OPCON policies and procedures for various types of MSC Force ships:

- **Appendix B** - Tanker and Dry Cargo Ships
- **Appendix C** - Special Mission Force Ships
- **Appendix D** - Naval Fleet Auxiliary Force (*NFAF*) Ships
- **Appendix E** - Ocean Surveillance Ships (*T-AGOS*)
- **Appendix F** - Prepositioning Ships (*PREPO*)

2-1-6 SENIOR OFFICER PRESENT AFLOAT

An MSC Force ship may be placed under the authority of the Naval SOPA. Normally, the SOPA will not issue orders which interfere with the operating schedules of MSC Force ships. However, in special circumstances and emergencies such as rescue-at-sea or SAR operations, diversion to avoid heavy weather, evacuation of stricken areas, sorties and port breakouts and any other emergencies, the SOPA, by direction of the FLTCINC, has full authority over MSC Force ships and these ships will be responsive to orders and instructions directed to them by SOPA. In case of diversion for SAR or for other appropriate reason, the Master or local MSC representative shall report the facts by

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message to COMSC, the cognizant Sealift Operational Task Group Commander/MSC Area Commander and other commands and the contract or charter operator, as appropriate, affected by the change in schedule. In the case of T-AGOS ships, the cognizant Operational Commander and T-AGOS Project Office shall also be advised.

2-1-7 NAVAL CONTROL OF SHIPPING ORGANIZATION

a. Background. The mission of the Naval Control of Shipping Organization (*NCSORG*) is to provide for the safe ocean movement of MSC Strategic Sealift Force ships, as well as U. S. Flag merchant ships and merchant ships of allied and friendly countries engaged in commercial trade, which are passing through areas involved in conflict or contingency and, in peacetime, to prepare for executing that mission. When enemy operations make peacetime routes and sailing procedures unsafe, Naval Control of Shipping (*NCS*) will be implemented to meet the situation; either in one or more defined geographical areas, or in the unlikely event of a major war world-wide. Under NCS, selected routes are used, a system of communication is organized and ship movements are plotted closely so that naval authorities can effect maximum protection of shipping. Selected MSC Force ships are sailed during peacetime by NCS for training and evaluation. NCS procedures are set forth in ATP 2, Vol II, *Allied Naval Control of Shipping Manual Guide to Mariners* and DMAHTC Pub 117, *Radio Navigational Aids*.

b. NCS Region Commander. The NCS Region Commander or Operational Control Authority (*OCA*) is a U .S. or Allied Naval Commander responsible for the movements and protection of ships within a specified geographical limit. During regional conflict compliance with NCS guidance is voluntary on the part of ship owners and operators. However once an owner/operator has agreed to place his ships under Naval Control, compliance on the part of the Master is expected, subject, of course to safe navigation.

c. Naval Control of Shipping Officer. Routing and communication instructions will be issued by Shipping Control Teams (*SCTs*), who are the direct representatives of the NCS Region Commander at points in and around the area of risk. Masters/Commanding Officers of ships routed under NCS shall be briefed and issued pertinent instructions by the local SCT.

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d. Convoys and Accompaniment. Under NCS, the NCS Region Commander may direct that Naval Liaison Officers (*NLOs*) board and ride ships through the area of risk. If the threat to shipping warrants it, Navy ships may be provided to escort ships through particularly dangerous areas. At the very high end of the threat spectrum, the NCS Region Commander may direct that convoys be formed. In this case, a Convoy Commodore will be assigned. Convoy Commodores are responsible for all internal arrangements of the convoy and its tactical maneuvering at sea. They work closely with the Escort Force Commander. Convoy Commodores are retired senior naval officers who have been selected for this responsibility, or senior merchant masters who are sailing in the convoy.

CHAPTER 2 - OPERATIONS

SECTION 2 - SHIP MOVEMENTS

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2-2-1 VOYAGE SAILING ORDERS

a. Voyage sailing orders (*SAILORDS*) are required for all MSC Force ships and are issued by the ships Operational Commander. The *SAILORDS* for Naval Fleet Auxiliary Force (*NFAF*) ships under FLTCINC OPCON are routinely incorporated within a Quarterly Fleet Employment Schedule. All other *SAILORDS* are issued by the Sealift Group Commander having OPCON of the ship (*see Article 2-1-4*) or their authorized subordinate command; with the exception that T-AGOS ships on mission assignments will not be issued *SAILORDS* unless directed by a FLTCINC or in an emergency.

b. The *SAILORD* should be transmitted using the joint USMTF order format; with the exception that urgent orders may be issued verbally and subsequently confirmed by message. *SAILORDS* shall include the following minimum information:

(1) The task organization(s) under which a ship will be operating and, if applicable, the task designator assigned to a ship.

(2) If a ship will transit from one operational area of responsibility (*AOR*) to another, change of operational control (*CHOP*) location and change of task organization or designator instructions and procedures will be provided.

(3) A specified speed of advance may be directed in accordance with current policy and mission requirements; however, general terms such as optimum speed or most economical speed are to be avoided because they may be misinterpreted.

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(4) Ship reporting requirements (*e.g.*, *SORTS*, *CASREP*, *CHOP*, *OTSR*, *WEAX*, *MOVREP*, *etc.*) shall also be described including message distribution requirements, as applicable.

(5) Bunkering instructions will be provided; see Chapter 8, Section 2.

(6) Tanker voyage sailing orders will include loading instructions, types and quantities of cargo and discharge instructions.

c. Addressees. The ship will be the action addressee and information addressees will, as a minimum, include COMSC and appropriate Program Manager, MSC Area Commanders, MSC Offices and MSC representatives.

d. If a ship does not have the capability to receive classified messages, classified voyage sailing orders shall be addressed to the appropriate local authority who will relay the orders to the Master and ensure they are understood.

e. Sealift Operational Task Group Commanders and Sealift Group Commanders or their authorized subordinates who issue voyage sailing orders shall ensure that Masters are instructed and provided information relative to all current directives for the area in which the ship will operate.

2-2-2 CLASSIFICATION OF MOVEMENTS

The Chief of Naval Operations (*CNO*) has authorized movements of MSC Force ships to be unclassified except when the mission necessitates classification or when otherwise directed by the appropriate FLTCINC or COMSC. The following policies apply.

a. Sealift Force Ships. Movements of Sealift Force common-user ships shall be unclassified except in those cases when the Shipper Service indicates the classification of the cargo loaded necessitates classification of the ship movements or when otherwise directed by the appropriate FLTCINC, NCSORG OCA or COMSC.

b. Prepositioning Force (*PF*). Movements of Prepositioning Ships will normally be unclassified unless directed by higher authority in the deployment order.

c. Naval Fleet Auxiliary Force Ships. The security classification of Naval Fleet Auxiliary Force ship movements range from unclassified to **SECRET**.

d. Special Mission Force Ships. The security classification of Special Mission Force ship movements will be governed by project classification or project sponsor desires.

NOTE: *The security classification assigned to a movement of an MSC Force ship, including a voyage or leg of a voyage, shall apply to all schedules, voyage sailing orders, operation orders (OPORDs), operation plans (OPLANs), support activity including personnel movement and movement reports (MOVREPs), logistics requirements reports (LOGREQs) and prearrival reports (PREREPs). For classification guidance regarding MOVREPs, see para. 11.4.1 of NWP 1-03.1.*

2-2-3 CATEGORIES OF MOVEMENTS

a. Sealift Force ships normally will be sailed under one of the following conditions:

(1) Unclassified or classified voyage, with OPCON under a FLTCINC and OPCON delegated through a Numbered Fleet Commander to a Sealift Operational Task Group Commander; see Article 2-1-4.

(2) Unclassified voyage, with OPCON under a Sealift Group Commander; see Article 2-1-4.

(3) Unclassified or classified voyage, with OPCON under a NCSORG OCA.

b. Naval Fleet Auxiliary Force ships will normally be sailed under one of the following conditions.

(1) Unclassified or classified voyage, with OPCON under a FLTCINC and OPCON delegated through a Numbered Fleet Commander to an operational task organization commander or a Sealift Operational Task Group Commander; see Article 2-1-4.

(2) Unclassified or classified voyage, with OPCON under a Sealift Group Commander; see Article 2-1-4.

c. Special Mission Force ships will normally be sailed under one of the following conditions:

(1) Unclassified or classified voyage, with OPCON under a FLTCINC and OPCON delegated through a Numbered Fleet Commander to a Sealift Operational Task Group Commander (*see Article 2-1-4*), another operational task organization commander or a special mission commander.

(2) Unclassified or classified voyage, with OPCON under a Sealift TYCOM Group Commander; see Article 2-1-4.

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2-2-4 OPTIMUM TRACK SHIP ROUTING (*OTSR*)

Naval Meteorology and Oceanography Command (*NAVMETOCCOM*) provides recommended ship routing services to Navy Operating Force ships including all MSC Force ships. MSC Force ships may be optimum track ship routed under any of the movement categories listed in Article 2-2-3. Recommended routings are based on present and predicted weather and sea conditions and the ship's cargo and riding characteristics. Section 3 of this chapter provides COMSC policies and procedures for obtaining and use of OTSR services.

2-2-5 MOVEMENT REPORTS

a. Background. COMSCINST 2000.2 (*MSC Communications Policies and Procedures Manual (MSC CPPM)*) and NWP 1-03.1 (*formerly NWP 10-1-10 (Operational Reports)*) apply to all MSC activities, including all MSC Force ships.

(1) The purpose of U. S. Navy Movement Report (*MOVREP*) System is to collect, and make available to certain authorities, information on the location and movements of ships in which the U.S. Navy has a direct interest.

(2) When an MSC Force ship is routed by NCSORG, it checks out of the movement report system. It shall check back in when no longer under the NCSORG.

b. Policy

(1) Masters of MSC Force ships under the OPCON of a Sealift Operational Task Group Commander or Sealift Group Commander shall submit MOVREPs in accordance with COMSCINST 2000.2 and COMSCINST 3123.5J. Strict compliance with those instructions is mandatory.

(2) Masters of MSC Force ships not under the OPCON of a Sealift Operational Task Group Commander or Sealift Group Commander (*e.g., NFAF ships under the OPCON of a FLTCINC*) shall comply with the requirements of the officer directing the movement.

NOTE: *The security classification assigned to a movement of an MSC Force ship, including a voyage or leg of a voyage, shall apply to all schedules, voyage sailing orders, operation orders (OPORDs), operation plans (OPLANs), support activity including personnel movement and movement reports (MOVREPs), logistics requirements reports (LOGREQs) and prearrival reports (PREREPs).*

2-2-6 DIVERSIONS AND SCHEDULE MODIFICATIONS

a. Emergency Situations. Sealift Operational Task Group Commanders and Sealift Group Commanders having OPCON of MSC Force ships may divert these ships or modify voyage sailing orders when required to do so by emergency situations, keeping COMSC, the cognizant Sealift Group Commander and other interested commands advised.

b. Other Than Emergency Situations. Appendix B contains specific policies and procedures for Strategic Sealift Force ship diversions (*including diverting or change in cargo routing*) and schedule modifications.

2-2-7 PANAMA CANAL TRANSIT

(R)

a. General. This article provides guidance and prescribes procedures to be followed by MSC Force ships, Sealift Operational Task Group Commanders and MSC Area Commanders responsible for routing ships through the Panama Canal.

b. Background. At noon 31 December 1999, control of the Panama Canal passed completely from the United States of America to the government of Panama and its agency, the Panama Canal Authority [Autoridad del Canal de Panama (APC)]. Regulations governing the Canal are set forth by the Panama Canal Authority Navigation Regulations which continues many of the basic practices under the previous United States Code of Federal Regulations (CFR), Title 35, Chapter 1- *Panama Canal*. These regulations are further amplified by Notices to Shipping, Directories and Advisories to Shipping, which can be found on the Panama Canal Authority website at <http://www.panacanal.com/eng/maritime>.

c. Vessel Requirements. Guidance for and discussion of maximum ship dimensions is found in Section 2 of APC Notice to shipping No. N-1-2000. Basic requirements are listed here.

(1) Maximum overall ship length including bulbous bow is 950 feet (289.6m) with the exception of container and passenger ships that are permitted 965 feet (294.13m). Ships exceeding 900 feet transiting the Canal for the first time require prior review and approval of ship plans as well as inspection. Maximum length for integrated tug-barge combinations is 900 feet (274.32m) overall.

(2) Maximum beam for all vessels and integrated tug-barge combinations is 106 feet (32.31m). Vessels with beam up to 107 feet (32.61 m) may be permitted, with prior approval of the Transit Operations Division manager for transit for one-time delivery

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basis. No vessel with a maximum width exceeding its maximum beam may transit the Canal without prior review and approval of vessel plans. Vessels carrying cargo within 1 inch (2.5cm) or less of extreme beam must have approved cargo protection method, not to exceed maximum beam of 106 feet (32.31m).

(3) Maximum permissible draft is 39 feet 6 inches (12.04m) Tropical Fresh Water (TFW) at Gatun Lake level of 81 feet 6 inches (24.84m) or higher. Should Gatun Lake fall below that level due to unusually dry conditions, maximum allowable draft will be reduced. See Table 1 and Figure 1 to determine minimum drafts. Vessels whose ballast draft does not meet minimum draft requirements may still seek approval for regular transit; see APC Notice to Shipping No. N-1-2000 paragraph 2f(5).

(4) Maximum allowable height at any state of tide for all vessels is 190 feet (57.91m).

d. Denial of Transit. Transit will be denied when the condition or character of the cargo, hull or machinery is such as to endanger Canal structures, or which might render the vessel liable to obstruct the waterway. Several draft problems are criteria for denial of transit: exceeding maximum allowable draft; when maximum point of immersion exceeds maximum authorized draft as determined by bilge keel radius; when maximum point of immersion exceeds TFW maximum draft or mean draft exceeds current Loadline Certificate maximum allowable mean draft. Oversized vessels will be denied transit. Vessels with protrusions, temporary or permanent, which will interfere with safe transit or present a hazard to Canal structures, will be denied. A list of ten degrees or more or drag of 6 feet or more invalidate a ship for transit. If visibility from the bridge is judged inadequate, transit will be denied. For further amplifications, see APC Notice to Shipping No. N-1-2000 paragraph 2j.

e. Canal Communications. Harbor operations rules and Canal Communications for Cristobal and Balboa and for entrance into the Canal is discussed in APC Notice to Shipping No. N-2-2000 and N-3-2000. All vessels are required to contact the Port Entry Coordinator (PEC) on Channel 12 (VHF) prior to arriving or departing the Atlantic or Pacific anchorage. Only the APC Marine Traffic Control (MTC) has the authority to dispatch tugs for harbor services.

f. Diplomatic Clearance and Port Notification. Diplomatic clearance messages must be sent no later than 30 days prior to port visit and 21 days prior to a Brief Stop for Fuel (BSF). A Port Notification must be sent 10 days prior to a Simple Canal Transit. MSCLANT must be notified of your transit intention 2-3 working days prior to the PCAs required notification deadline. Date changes for port visits and BSF must reach USDAO Panama City NLT 10 workings days prior. Date changes for Simple Canal Transits must be submitted to USDAO Panama City no later than 5 working days prior.

g. Dangerous Cargo. Panama Canal regulations require a minimum of 48 hours notice of intent to transit with dangerous cargo (ACP Navigation Regulations, article 30). The specific characteristics of the dangerous cargo, whether in bulk or packaged, are the primary factors which determine what, if any, precautionary measures shall be taken by the Authority. Cooperation in this matter will help in applying ACP resources for the benefit of all customers, and assure appropriate levels of safety for all vessels in transit. For specific Panama Canal requirements regarding Dangerous Cargo see APN N-01-2000 Section 12.

h. Action

(1) Sealift Operational Task Group Commanders and MSC Area Commanders having responsibility for routing and scheduling ships through the Panama Canal will take the following action to ensure expeditious Canal transits.

(a) Submit diplomatic clearance requests and port notifications within the timelines discussed in paragraph f.

(b) Include MSCO Beaumont TX and MSCLANT Norfolk VA as an information addressee on all schedules for MSC Force ships transiting the Panama Canal.

(c) Include the applicable instructions from current Panama Canal Authority Marine Director's Memoranda, Directives and Notices to Shipping in sailing orders for all MSC Force ships scheduled to transit the Panama Canal or call at Cristobal or Balboa. Ships should be provided with advance copies of all necessary Panama Canal Authority forms.

(2) Commanding Officer, MSCO Beaumont TX will take the following actions.

(a) Coordinate logistic requirements with the commercial agents.

(b) Coordinate Expeditious Transit requests and reservations with the Panama Canal Authority and the commercial agent.

(c) Provide Panama Canal forms when requested.

(3) MSC Force ships scheduled to transit the Panama Canal or call at Cristobal or Balboa will take the following action:

(a) Submit modified PREREP or LOGREQ message as per the MSC CPPM (*COMSCINST 2000.2*).

(1) File the message at least 5 days prior to ETA, priority precedence.

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(2) All items of information listed below shall be transmitted by message for action to MSCO Beaumont TX and for information to USDAO Panama City PM. Symbols of the phonetic alphabet shall be used to identify each item and the word "*Negat*" shall be used after the items that can be answered "*No*," "*None*" or "*Not Applicable*."

(3) Paragraph 1 of this message will read "*FOR MSCO BEAUMONT TX PASS TO THE PANAMA CANAL AUTHORITY, TRAFFIC MANAGEMENT DIVISION*." Additionally, the following information shall be provided in paragraph 1:

- **ALFA** - The Panama Canal Identification Number of the ship.
- **BRAVO** - Estimated date and time of arrival, port of arrival and request for Canal transit if desired.
- **CHARLIE** - Estimated draft upon arrival, in feet and inches, fore and aft, in Tropical Fresh Water.
- **DELTA** - Any changes in the ship's name, country of registry, structure or use of tanks that have occurred since the vessel last called in Panama Canal waters.
- **ECHO** - Will the ship dock at Balboa or Cristobal? What is the reason for docking? If it is for cargo operations, fuel or water, give the tonnage involved in each case. Is there any other reason the ship will not be ready to transit upon arrival? What is the reason?
- **FOXTROT** - The nature and tonnage of any deck cargo.
- **GOLF** - If the ship is carrying any explosives or dangerous cargoes in bulk, state the correct technical name, quantity (*in long tons*), United Nations number and the International Maritime Organization class for each dangerous cargo carried. If the ship is a tanker in ballast condition and not gas free, state the correct technical name, United Nations number and International Maritime Organization class of the previously carried cargo.
- **HOTEL** - If the ship is carrying any packaged dangerous goods other than explosives, state the International Maritime Organization class and the total quantity (*in long tons*) within each class.
- **INDIA** - Quarantine and immigration information.
 - (1) Is radio pratique desired?
 - (2) State the ports at which the vessel has called within 15 days preceding its arrival at the Canal.
 - (3) State all cases of communicable disease aboard and the nature of the disease or diseases, if known.
 - (4) The number of deaths which have occurred since departure from the last port and the cause of each death, if known.
 - (5) The number of passengers disembarking and their port of disembarkation.

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- (6) The number and ports of origin of any stowaway and a brief description of the identity papers of each stowaway.
- (7) The number, kind and country of origin of any animals aboard. Are any animals to be landed?
- (8) The country of origin of all meat, whether carried as cargo or as ships' stores.
- (9) Has the vessel called at a port in any country infected with foot-and-mouth disease or rinderpest during the present voyage? Countries considered to be infected are:
 - (a) All countries east of the 30th meridian west longitude and west of the international date line, except Australia, Channel Islands, Fiji, Greenland, Iceland, Japan, New Zealand, Northern Ireland, Norway, Republic of Ireland;
 - (b) All countries of South America;
 - (c) Curacao (*the leeward islands of the Netherlands Antilles*);
 - (d) Martinique
 - (e) Cuba
 - (f) Guadeloupe
- (10) Specify whether the vessel has a valid deratting certificate or a deratting exemption certificate issued 180 days prior to arrival.

(4) Paragraph 2 of this message will read "*FOR MSCO Beaumont TX*" and will contain all information that would normally be contained in a PREREP or LOGREQ message that is not already included in paragraph 1 of the message; see Chapter 2 Section 10.

(5) Paragraph 3 of this message will read "*FOR (Agent's Name)*" and will contain any special instructions for the agent.

(b) MSCO Beaumont TX must have all logistics repair requirements in order to coordinate berthing and transit, and MSCO Beaumont TX will pass applicable information from all paragraphs of this message to the agent.

(c) If ETA changes by more than 1 hour after submission of the PREREP/LOGREQ message, notify MSCO Beaumont TX of the new ETA by PRIORITY precedence message.

(d) The following forms and documents must be delivered to the Panama Canal Authority Quarantine/Boarding Officer immediately upon arrival at Cristobal or Balboa, in the number of copies indicated, when arriving for transit and/or cargo operations unless otherwise noted:

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(1) Ship's Information and Quarantine Declaration (*Panama Canal Form 4398*), one copy.

(2) Crew List (*Panama Canal Form 1509-10*), two copies.

(3) Cargo Declaration (*Panama Canal Form 4363*), one copy.

(4) Passenger List: passengers transiting only (*Panama Canal Form 20*), two copies.

(5) Clearance from last port, one copy, for examination and possible retention.

(6) All certificates of a sanitary nature, one copy, for examination and possible retention.

(7) Panama Canal Tonnage Certificate, one copy, required only for ships transiting the Canal.

(8) National register, one copy, for examination and possible retention.

(9) General arrangement and engine room plans, one copy, required only for ships transiting the Canal.

(10) Report of structural alterations and changes in the use of tanks and other spaces since last transit, one copy, require only for ships transiting the Canal.

(11) Declaration as to ship's ports of call within the last 3 months, with corresponding actual or approximate date, one copy.

(12) Passenger List - passengers for discharge (*Panama Canal Form 18-9*), four copies, not required unless such persons carried.

(13) Manifest of local cargo, four copies required only from ships taking on or discharging cargo.

(14) Stores List - one copy, required if ship is laid up for repairs, regardless of whether passengers or cargo are taken or discharged.

(15) The declaration of all arms and ammunitions onboard is not required for MSC Force ships.

(e) Stocks of Panama Canal Authority forms and other forms required of ships in preparation for transit, may be obtained by addressing a request via e-mail to: mSCO.beaumont.tx@MSC.navy.mil.

(f) MSCO Beaumont TX will ensure that copies of revised forms are distributed to necessary addressees.

i. Reports. The reporting requirements prescribed in this article are assigned Reports Control Symbol MSC 3123-7.

2-2-8 SUEZ CANAL TRANSIT

(R)

a. General. This article provides guidance and prescribes procedures to be followed by MSC Force ships, Sealift Operational Task Group Commanders, and MSC Area Commanders responsible for routing ships through the Suez Canal.

b. Transit Regulations. The latest editions of the following directives set forth regulations governing Suez Canal transits:

- Sailing Direction Publication 172, Red Sea and Persian Gulf
- Suez Canal Authority "*Rules of Navigation*"
- Suez Canal Authority "*Rules of Navigation*," Appendix for Vessels carrying Dangerous Cargo

In addition to the information contained in the three directives, periodic "*circulars*" (formerly--prior to 1976--"*newsletters*") are promulgated by the Canal Shipping Agencies Company, Port Said, containing information on various rules and procedures issued by the Suez Canal Authority and applicable to vessels transiting the Suez Canal. Copies of the applicable Suez Canal Authority directives and applicable "*circulars*" (and "*newsletters*") should be obtained from the ship's agent upon arrival for transit.

c. Transit Notification Reports

(1) MSC Force Ships transiting the canal under diplomatic clearance are required to notify the U. S. Defense Attaché Office (USDAO) Egypt a minimum of 21 days prior to proposed transit date. This advanced notification allows the drafting of the diplomatic note and ensures enough time for approval to be granted by the Government of Egypt.

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Ships transiting without diplomatic clearance will follow the procedures contained in the references contained in paragraph b. There is a fee exemption provision under the Suez Canal Authority "Rules of Navigation" for ships supporting UN actions, such support if applicable is to be noted. **The following reports are required of all MSC Force ships which are scheduled to transit the Suez Canal.**

(2) Pre-Transit Reports (MSC Report 3123-14) (see MSC CPPM [COMSCINST 2000.2] for format)

(a) Normal Report

(1) Vessels may book for transiting the Canal. The booking notice shall reach the Suez Canal Authority Offices not later than 14 days prior to the transit date. It must contain the name, nationality of the vessel, type (*container, RO/RO, etc.*), draft, Suez Canal Gross Tonnage and deadweight tonnage. Vessels booking for a fixed date will have priority to catch the convoy on that date, if they arrive within the time limit, defined by the present Rules. Vessels arriving without previous booking will catch the convoy if capacity of movement in the Canal permits, otherwise they may catch the following convoy.

(2) The message (OFFICIAL PLAD in parentheses) shall be addressed to USDAO Cairo, Egypt (**USDAO CAIRO EG**) and the ship's local agent and information to the following: Commander, Military Sealift Command, Europe, Naples Italy (**COMSCEUR NAPLES IT**); Commander, Military Sealift Command (**COMSC WASHINGTON DC**); Commander, Atlantic Fleet, Norfolk, Virginia (**CINCLANTFLT NORFOLK VA**); Commander Fifth Fleet (**COMFIFTHFLT**); Commander Sixth Fleet (**COMSIXTHFLT**); U.S. European Command (**USCINCEUR VAIHINGEN GE**); Commander, Military Sealift Command, Central Command (**COMSCCENT BAHRAIN**); U.S. Central Command (**USCENTCOM MCDILL AFB FL**), Commander in Chief, U.S. Naval Forces, Europe (**CINCUSNAVEUR LONDON UK**) and Commander, U.S. Naval Forces, Central Command (**COMUSNAVCENT**). The message report shall be in the following format:

ALPHA - Name of ship
BRAVO - International Radio Call Sign, *UIC (state if none)*
CHARLIE - Status: (*USNS, Voyage-Charter, GAA, etc*), [*If supporting UN Security Council (number) action or forces*]
DELTA - Estimated date and time of arrival (*spell numbers*), and port of arrival
ECHO - Desired date of transit (*spell numbers-refer to paragraph 2-2-8b above for convoy departure times*)
FOXTROT - Direction of transit (*Northbound or Southbound*)
GOLF - Name of Master/name and rank of Commanding Officer
HOTEL - Principal dimensions (*length and beam, in feet, spell numbers*)
INDIA - Maximum expected draft (*spell numbers, in feet and inches*) for intended transit. (*Best estimate of maximum draft during transit is desired, not ship's maximum designed draft.*)

- JULIET** - Name of local agent for Canal transit; or state *"Request use of U.S. Government contract husbanding agent."*
- KILO** - Remarks *(include any abnormal characteristics for ship of that size, unusual configuration, unusual hazardous cargo, etc.)*

(b) Report Involving Commitment within 48 hours of transit. Masters are requested to transmit the following information to their Canal agents 48 hours prior to the vessel's arrival.

- (1) The name and nationality of the vessel and ex-name if any.
- (2) Suez Canal Gross Tonnage and Deadweight tonnage.
- (3) Whether the ship intends to transit or merely stop in the harbors, in this case, mention the duration of stay required.
- (4) ETA.
- (5) Whether they carry dangerous cargo, stating quantity and class according to IMO's regulations and where stowed.

d. Contacting Port Offices on Arrival

- (1) Vessels have to contact the harbor office by VHF (*Port Suez on channel 16*).
 - (a) Ten miles before arrival to Approach Buoy off Port Said.
 - (b) Five miles before arrival to Separation Zone Buoy No. 1 off Port Suez.
- (2) When in touch, give the following information.
 - (a) Latitude and Longitude
 - (b) Vessel's name
 - (c) Vessel's call sign
 - (d) Suez Canal Official Number, if any
 - (e) Suez Canal Gross Tonnage and Deadweight Tonnage
 - (f) Draft
 - (g) Loaded or not

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- (h) Kind of cargo
- (i) If transiting the Canal for the first time, send:
 - (1) Date ship built
 - (a) Whether vessel has a Suez Canal Tonnage Certificate
 - (b) Date of issue, if any
 - (c) Call sign or official number
 - (2) Length over-all
 - (3) Beam
 - (4) Type of engines

This information will assist the Harbor Master to identify the vessel through radar, acquire and assign her identification "*ID*" tag which will follow through transit.

(3) Failing to contact on the assigned channels, Masters may use, with the consent of the Harbor Master through the International R/T (2182 KHZ) or SUQ (W/T), any of the following VHF frequencies:

- (a) 156.650 MHZ (*channel 13*) Port Said
- (b) 156.600 MHZ (*channel 12*)
- (c) 156.550 MHZ (*channel 11*) Port Suez
- (d) 156.700 MHZ (*channel 14*)

(4) Any vessel that does not contact the Port Offices during its approach is subject to delays in catching the convoy.

e. Special Reports. Any report of incidents, mechanical casualty or any other difficulty which impacts upon a ship's scheduled transit, or ability to complete a transit, will be addressed to COMSC WASHINGTON DC, with information copies to COMSCEUR NAPLES IT, COMSCCENT BAHRAIN, CINCPACFLT PEARL HARBOR HI and USDAO CAIRO EG. Precedence on such messages will be dependent upon seriousness of difficulty and impact on scheduled commitments.

f. Post-Transit Report. Ships encountering any difficulty or unusual circumstances during a Suez Canal transit will report such circumstances by immediate precedence message to COMSC WASHINGTON DC, with information copies to COMSCEUR NAPLES IT, USDAO CAIRO EG, CINCPACFLT PEARL HARBOR HI, CINCLANTFLT NORFOLK VA, and COMSCCENT BAHRAIN. Report will be narrative in format.

g. Convoy Information. There are two southbound convoys and one northbound daily. The following information is provided concerning ship transits:

(1) Northbound Convoy. Starts at 0615 local at KM160 and consists of two groups of vessels.

(a) Group A

(1) 3rd Generation container ships and similar, LPG¹ and LNG¹, speed of transit 14 KM/H.

(2) Loaded VLCCs, conventionally loaded tankers and heavy bulk carriers², speed of transit 13 KM/H.

(b) Group B

(1) Cargo and other vessels anchored in Suez anchorage, speed of transit is 14 KM/H.

(2) The Northbound convoy has a free run from Port Suez until Port Said. The Northbound convoy passes through the East Kalerit channel, the Eastern dredged channel in the Bitter Lakes, the Deversoir East channel, the East channel of Lake Timsah, the East channel of Ballah by-pass and the East channel from KM17 Northbound.

(3) If the Northbound convoy has to stop in the Bitter Lakes due to traffic situation of Southbound convoy or for any emergency, the following pertains:

(a) Container vessels heading the convoy will drop anchor in the suitable East Anchorage Areas of Bitter Lakes.

¹ For safety measures, LPG and LNG vessels, in ballast; loaded and loaded chemicals in bulk are included in the Loaded Tanker Group (*Group A ...B*).

² Draft over 38 feet or length over 950 feet B.P.

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(b) VLCCs will anchor in the suitable East Anchorage according to their draft.

(c) All other vessels will anchor in the East Area corresponding to their draft.

(d) In case of emergency, three berths are available in Kabrit East Branch.

(c) Northbound Transit Information. For northbound transit, ships anchor north of Conry Rock and south of entrance to Newport Rock Channel. Area is heavily congested with large merchant ships anchored randomly in both pilot area and prohibited anchorage area. Due to low, sandy coastline, radar navigation is difficult. Numerous lighted ships at anchor and lights ashore can obscure NAVAIDS. When abeam Conry Rock, Newport Rock Channel buoys are red to port and green to starboard. These, along with Green Island light, can be useful. Pilots board each ship as it passes Conry Rock. U.S. Navy ships frequently follow very large merchant ships in lead contingent, and are usually underway about 0800. Check with SCA about 4 hours prior to expected underway time for an update, as underway times vary. Northbound convoy normally proceed non-stop, but occasionally ships must wait up to 3 hours in Bitter Lake for southbound traffic to clear. When ship is ready to enter the canal, the following signals will be displayed:

(1) Day: One black ball over Flag GOLF.

(2) Night: Three vertical white lights.

(2) Southbound Convoy (NI). Starts from 0100 local to 0500 local and consists of two groups of vessels.

(a) Group A. Vessels that are made fast in Canal West branch from KM.15 to KM.4 and Port Said harbour, speed of transit is 14KM/H.

(b) Group B

(1) Vessels anchored in the New Anchorage areas to the Northwest of Port Said and consisting of 3rd generation container ships and VLCCs in ballast and vessels over 38 feet draft. This group will be headed by the container ships and will enter Port Said East approach channel as soon as the last Northbound vessel clears Hm150, speed of transit is 14 KM/H.

(2) The convoy has a clear transit to Bitter Lakes, passes through the East branch of Ballah by-pass, the East channel of Timasah Lake, the Deversoir West channel and anchors in the Western anchorages in Bitter Lakes.

(3) The continued route from the Bitter Lakes will be 3rd generation container ships followed by VLCCs, in ballast and then other vessels. The first ship of the Southbound convoy will regulate speed to cross the last Northbound vessel abeam of Kabrit station.

(c) Southbound Transit Information. On arrival, be ready to adjust track and anchorage, as merchants anchor randomly in area. Once anchored, notify Suez Canal Authority (CH 12) of arrival. Request position in convoy and ensure pilot ladder is ready. Display three white vertical lights when requesting a pilot (a string of three lights on a signal halyard is adequate). Approaching the canal, green is to starboard, but buoy pattern shifts in the canal so that red is to starboard. Radar navigation is poor; few navigational aids are available and some are unlit. Once through the canal entrance, transit is fairly routine. Speed is about 12 knots and courses held to the center of the canal are easy to maintain. Ship will arrive at Great Bitter Lake after six or seven hours and will anchor to allow northbound traffic to proceed. No specific anchorage will be assigned. This stop lasts about one to three hours. Throughout the transit, the pilot will pass desired speeds which he receives via VHF radio. When ship is ready to enter the canal, the following signals will be displayed:

(1) Day: One black ball over Flag GOLF.

(2) Night: Three vertical white lights.

(3) Southbound Second Convoy (N2)

(a) Starts from 0700 local to 0900 local.

(b) Forming and depth of convoy is subject to the situation of traffic and time limit.

(c) Vessels will anchor in Ballah West Branch and continue route after last Northbound vessel clears KM 60.

(d) Vessels prohibited from joining this convoy are:

(1) Loaded tankers carrying Petroleum Grade A and similar substances.
(Flash point below 23°C or 73°F.)

(2) LPG and LNG vessels.

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(3) Vessels carrying chemicals in bulk.

(4) Vessels carrying radioactive substances.

h. Arrival to Join Convoys Time Limit

(1) Southbound Convoy

(a) Third generation container ships and VLCC in ballast and loaded vessels over 38 feet draft who will anchor in the New Anchorage Area, Northwest of Port Said and declared by agents ready for transit have to reach the Anchorage Area by 1800 local.

(b) Other ships entering from Port Said harbours, have to reach the Anchorage Area by 1800 local.

(c) Ships arriving after 1800 local will join the second convoy either from port or direct from sea and be declared by agents ready for transit, providing the capacity of the Canal permits.

(2) Northbound Convoy

(a) Ships anchored South of Conry Rock and are 3rd generation container ships, VLCCs, super tankers, heavy bulk carriers and vessels over 38 feet draft, have to reach the Anchorage Area and be declared by agents ready for transit by 0000 local.

(b) Other vessels that anchor in the anchorages of Port Suez, have to reach the Waiting Area and be declared by agents ready for transit by 0200 local.

(3) In all cases, required documents should be produced before the passage of the vessel by the Canal office at Port Said or Port Tewfik.

i. Transit Fees, Fines and Additional Charges

(1) Transit Fees. Suez Canal transit fees for MSC Force ships transiting the canal under diplomatic clearance are paid by USDAO Egypt to the Suez Canal Authority. Transit fees are charged under a line item of accounting provided to the USDAO Egypt by MSCHQ for this purpose. MSC Force ships transiting the canal without diplomatic clearance are responsible for the payment of toll in accordance with the Suez Canal Authority Rules of Navigation in force at the time of transit and in accordance with the applicable charter party.

(2) Fines, Dues and Additional Charges. Suez Canal Pilots are required to carry with them a copy of the Suez Canal Authority "Rules of Navigation" for the use of the Master. Masters should endeavor to become familiar with these Rules. Chapter XIII of the Rules contains an extensive list of fines and additional dues that may be assessed against transiting vessels. Examples of additional charges are:

- (a) Any naval warship or auxiliary vessels
- (b) Failure to maintain convoy speed.
- (c) Unauthorized moving ship within Suez Canal waters without a pilot.
- (d) Arriving late for scheduled convoy.
- (e) Conducting hot work repairs with out authorization.

j. Logistics and Port Arrangements. In all cases, the ships' local agents are responsible for all canal transit and logistic arrangements. USDAO is an information addee on canal transit messages only to be aware of the fact that a Department of Defense (*DOD*) interest ship and possibly a DOD-owned cargo is in the Suez Canal area which might, under other than routine situations, require his attention.

k. Identification of Egyptian Officials

(1) Because of complaints arising from attempts by unauthorized personnel to board ships in the Suez Canal Area, the Canal Shipping Agencies Company has issued ID cards to all agency personnel. Cards are about 2-1/4" x 3-3/4". Cards are inscribed in English and Arabic. The front of the card is blue and contains the name of the parent organization (*Canal Shipping Agencies Company*) as well as the name of the ship's agent. The bottom entry on the front validates the card for either Port Said or Suez (*not both*). The reverse side of the card is white and contains bearer's name, function and ID number as well as recent photo, the seal of Canal Shipping Agencies Company is printed to the left, overlapping photo. The card is signed by the General Commercial Manager.

(2) The Suez Canal Authority (*SCA*) has also issued new ID cards to all authorized employees. The card is blue, about 5 x 7", printed on one side only and contains bearer's name, photo and ID number and is issued by the Chief of SCA Transit Department.

(3) Masters should deny permission to board ship to any purported Egyptian official not possessing Canal Shipping Agencies Company or SCA ID as described above, except in special and unusual circumstances.

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(4) Masters of MSC Force ships will contact the SCA via its voice radio station "*SQU*" (*watch frequencies 425 KHZ, 454 KHZ and 468 KHZ*) whenever it is necessary to ensure the identity of any Suez Canal personnel embarking their ships, either in the approaches, in the harbors or in canal waters. The same SCA voice radio station should be notified of any complaints which may require an urgent investigation.

l. Navigation. Masters are advised that current information concerning navigational aids in Egyptian waters may be inaccurate, and that maximum caution must be exercised. Buoys should not be used for navigational fixes unless it has been confirmed, from visual fixes taken on objects fixed to the ground, individual buoys are in fact in their charted positions.

m. USNS, RRF and APF Vessels - Sovereign Immune Status. Masters of all USNS, RRF and Afloat Prepositioning Force vessels (including USMC Maritime Prepositioning Ships, Army Combat Prepositioning Ships and USN/USAF/DLA Logistics Prepositioning Ships) are reminded of their ships' sovereign immune status, and particularly that:

(1) USNS, RRF and APF ships are (1) immune from arrest and search, whether in foreign internal or territorial waters, or on the high seas; (2) immune from foreign taxation; (3) exempt from any foreign state regulation requiring flying the flag of such foreign state either in its ports or while passing through its territorial sea and (4) entitled to exclusive control over persons on board such vessels with respect to acts performed on board. These sovereign immune vessels are still expected to comply voluntarily with the laws of the host state with regard to order in the ports, casting anchor, sanitation and quarantine, etc.

(2) There is neither precedent or authority for Suez Canal officials to remove official ship documents from USNS, RRF and APF sovereign immune vessels. While ship documents may be reviewed aboard ship by appropriate officials, they should not be removed. Any such attempt should be politely but firmly refused on the basis of the ship being a U.S. sovereign immune vessel. Upon continuing demands of local officials, documents, except classified documents, should be surrendered. Such incidents are then to be reported by immediate message to CNO, COMSC, USDAO Cairo, the appropriate MSC Area Commander/contract operator and COMSCEUR giving full details to include specific documents surrendered, detailed circumstances under which surrendered, and names and agency affiliation of officials demanding these documents.

(3) Authority has been granted for copies of Suez Canal Special Tonnage Certificates for USNS and APF ships transiting the Suez Canal to be turned over to appropriate Egyptian authorities, for retention in SCA files. Copies of these certificates

for most USNS and APF ships regularly using the Canal are now in the possession of the SCA. The intent of this procedure is to obviate any requirement for the removal of documents from USNS and APF ships. Should the occasion arise, Masters may wish to draw the attention of Egyptian officials to the fact that these procedures exist.

(4) USNS, RRF and APF ships are exempt from the practice of flying the Egyptian flag while navigating the Suez Canal, and shall not do so.

(5) The payment of regular Suez Canal fees is not considered a prohibited form of taxation.

(6) Masters of MSC time and voyage chartered vessels (other than APF vessels discussed above) should be aware that the U.S., as a matter of policy, ordinarily asserts only that these ships are (1) immune from arrest and search, whether in foreign internal or territorial waters or on the high seas and (2) immune from foreign taxation. The U.S. Government reserves the right to assert the remaining sovereign immune privileges for these vessels in appropriate instances (to be coordinated with MSC HQ and the U.S. State Department).

n. Medical Services. Medical services and facilities are extremely limited in the Suez Canal area. Emergency medical care is available at the Delevrand Hospital in Port Said and El Azmi Hospital in Suez. Delevrand Hospital consists of a small, clean, in-patient facility with old but adequate equipment. El Azmi Hospital offers a wide range of services and is located at 11 Saad Zagloul St., Suez. This hospital is the best in the southern region of the Suez Canal. The U.S. Naval Attaché, American Embassy, Cairo (*Tel: 20 (country code) 2 (city code) 795-7371, ext. 3246 or 3468*) may also be of assistance in emergencies.

o. Action. Sealift Operational Task Group Commanders having responsibility for routing and scheduling ships through the Suez Canal will take the following action to ensure expeditious Canal transits:

(1) Ensure that provisions of paragraph i regarding transit fees, are met when issuing voyage sailing orders and sail order modifications involving Suez Canal transits.

(2) Direct, in the voyage sailing orders, that MSC Force ships transiting the Canal shall file reports and take action as required by paragraph b.

p. Reports. The series of reports prescribed herein are assigned Report Control Symbol MSC 3123-14.

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2-2-9 CIVMAR MANNED USNS SHIP MOVEMENTS AT NAVAL STATIONS AND NAVY DRY DOCKS

a. Movements at Naval Stations. When a USNS ship or a CIVMAR manned USNS ship not under its own power is being moved at a Naval Station by direction of the Commanding Officer of the U.S. Naval Station, the pilot or other person designated for the purpose shall be in direct charge of the movement, and all persons onboard shall cooperate with and assist him as necessary.

b. Movements at Navy Dry Docks. When an USNS ship or a CIVMAR manned USNS ship operating under its own power is being docked at a Navy dry dock, the Master shall be fully responsible for the safety of his ship until the extremity of the ship first to enter the drydock reaches the dock sill and the ship is pointed fair for entering the dry dock. The docking officer shall then take charge and complete the docking, remaining in charge until the ship has been properly landed, the bilge blocks hauled and the dock pumped down. In undocking from a dry dock, the docking officer shall assume charge when flooding the dock preparatory to undocking is started, and shall remain in charge until the extremity of the ship last to leave the dock clears the sill, and the ship is pointed fair for leaving the dry dock. He shall then turn the ship over to the Master.

2-2-10 SHIP MOVEMENTS ON OUTBREAK OF WAR OR DECLARATION OF EMERGENCY

a. Policy. Existence of a state of war or the declaration of a national emergency will be announced in a plain-language, general emergency message by CNO or a FLTCINC, by and through all available commercial and military communication facilities, to all U.S. flag ships. MSC Force ships operate in direct support of Department of Defense requirements, which in time of war will be dictated by world conditions and the urgency of transportation requirements. Therefore, ship employment will be treated on a case-by-case basis. COMSC will in time of war place MSC Force ships under NCS as required. The MSC Area Commander will provide ship employment information to the appropriate OCAs and NCSOs at loading ports so that appropriate routing and protection can be provided. It may be necessary or desirable to shift responsibility for OPCON of MSC Force ships to NCSORG.

b. Action

(1) MSC Area Commanders, upon the outbreak of war or declaration of national emergency, shall:

- (a) Comply with the policy statement in paragraph a.

(b) Maintain MSC Force ship location and disposition information within their areas in collaboration with OCAs and other ship locator sources.

(c) Forward a status of all assigned MSC Force ships, including recommended or planned employment when deemed appropriate, to COMSC by message as the information becomes available.

(d) Coordinate the movement of assigned ships with the OCAs concerned in connection with routing and protection when applicable.

(2) MSC Area Commanders, upon receipt of this instruction shall initiate the following preparatory actions:

(a) Establish procedures and liaison necessary to fulfill the provisions of paragraph b(1)(a).

(b) Review (*COMSCLANT and COMSCPAC only*) the distribution of sortie disposal plans issued by SOPA to ensure that all USNS ships are currently receiving copies on arrival at CONUS ports within their area of jurisdiction.

(3) Masters of all MSC Force ships, unless otherwise directed by appropriate authority, shall:

(a) Proceed in accordance with issued voyage sailing orders.

(b) Be guided with the provisions of DMAHTCPUB 117, *Radio Navigational Aids*.

(c) Be guided by specific directives contained in the general emergency message, with regard to navigation, communications, etc.

(d) Make contact with the nearest MSC or NCS representative after arrival in-port in order to appraise the MSC Area Commander and OCA of the location and status of the ship.

2-2-11 SAILING UNDER NAVAL CONTROL OF SHIPPING ORGANIZATION (NCSORG) ROUTING

a. General. Article 2-1-7 briefly describes the NCSORG mission and organization. Masters of MSC Force ships to be routed by the NCSORG shall be briefed prior to a voyage and issued pertinent instructions by the local NCSO. Masters of MSC Force

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ships shall comply with instructions and orders received from the NCSO. While under NCS, only the OCA will issue diversion orders. The NCSO and the OCA do not have cognizance over the general employment and allocation of MSC Force ships, harbor movements or loading-unloading.

b. Safety of MSC Force Ships Under NCS Routing. Nothing in NCS sailing instructions or orders shall relieve Masters of MSC Force ships of their responsibility for the safe navigation and handling of their ships. They are responsible for expediting their ships' schedule wherever possible consistent with the safety of the ship, its crew and cargo.

CHAPTER 2 - OPERATIONS

SECTION 3 - ENVIRONMENTAL SERVICES AND REPORTS

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2-3-1 GENERAL

a. The Naval Meteorology and Oceanography Command (*NAVMETOCOM*) located at Stennis Space Center, MS and its numerous field activities provide a wide range of ship routing, weather and oceanographic forecast services to the Navy Operating Forces, including MSC Force ships. This section addresses the following topics: obtaining environmental services, submitting required environmental reports, general guidance to Masters regarding weather and oceanographic conditions, reporting storm damage and a related subject - collection of hydrographic data.

b. Program Managers shall make an appropriate check during administrative inspections and informal ship visits to ensure that MSC Force ships are complying with the requirements of this section.

c. When under FLTCINC OPCODE, weather and oceanographic observations will be reported in accordance with the FLTCINC OPORDs.

d. When under Sealift Operational Task Group Commander OPCODE, weather and oceanographic observations will be reported as directed in voyage sailing orders and this section.

e. Masters of MSC Force ships will ensure that classified information, ships location, etc., is not inadvertently included in unclassified weather and oceanographic observation reports.

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NOTE FOR T-AGOS SHIPS: *No meteorological or other reports that could be used to determine T-AGOS movements and operations will be provided to an international organization. All outgoing meteorological and bathythermic information from a deployed T-AGOS ship will be classified.*

2-3-2 ADVICE AND ASSISTANCE

a. Program Managers shall:

(1) Assist in arranging visits by Masters and First Officers of MSC Force ships to NAVMETOCCOM facilities.

(2) Assist in coordinating visits to MSC Force ships when requested by representatives from the National Weather Service (NWS) or NAVMETOCCOM.

b. Masters and Chief Officers of MSC Force ships. While observing operational security principles and practices, Masters and Chief Officers of MSC Force ships are encouraged to contact NAVMETOCCOM facilities or NWS offices to obtain advice or assistance in connection with the following:

(1) Making observations and encoding and transmitting weather reports.

(2) Checking, calibrating and repairing/replacing instruments. It is essential that ships' aneroid barometers be compared with a standard instrument at least once every 3 months.

(3) Obtaining consumable supplies and manuals.

2-3-3 OPTIMUM TRACK SHIP ROUTING (OTSR) SERVICES

a. General. Optimum Track Ship Routing (OTSR) is an advisory service whose primary mission is safety. Originally designed as an enroute time and/or fuel saving service, OTSR has evolved into the primary tool for ships to minimize the risk of damage from storms, high seas and sea ice. In addition, OTSR will assist port authorities and/or ships in port to avoid damage from tropical cyclones by issuing sortie recommendations to the Senior Officer Present Afloat (SOPA) and/or the Area Command for Strategic Sealift (PM5) and Prepositioned Ships (PM3).

(1) OTSR for the purpose of saving time enroute and/or fuel economy is generally feasible only for voyages of 1500 miles or more in unrestricted waters.

(2) Route surveillance and recommendations for damage avoidance is also available for voyages in unrestricted waters such as the Caribbean, South and East China Seas and U. S. coastal waters where the ship has selected the route.

b. An Advisory Service. Routes assigned under the OTSR program are *recommendations* to the Commanding Officer or Master and, as such may be accepted or rejected. Never are the Master's or Commanding Officer's responsibility or prerogative limited by OTSR. Furthermore, OTSR does not relieve the Master or Commanding Officer of his responsibility for the safety of his ship, crew or cargo. The Master or Commanding Officer will acknowledge all OTSR recommendations via immediate precedence message, info COMSC and the operational/administrative chain of command. In addition, if the decision is made not to accept the OTSR recommendation, detailed justification must be provided by immediate precedent message to COMSC and the operational/administrative chain of command.

c. Policy

(1) All MSC Force ships, shall request and obtain OTSR services directly.

(2) SURTASS T-AGOS Ships

(a) While on station, SURTASS T-AGOS ships will be issued Sensor Movement Directives (*SMD*) by the appropriate FLTCINC. If the Master perceives a need to deviate from the recommended route, it is mandatory that the FLTCINC be advised promptly of this action so that support may be adjusted accordingly.

(b) Reports to the ship will be made through the SURTASS satellite link only. In the case of a satellite failure, meteorological reports may be received by other means.

(c) It is mandatory that deviations from SMD or OTSR be reported by the Master to the FLTCINC via SURTASS communications channels. While at sea, updates will be provided via SURTASS communications channels. All such information received onboard will be provided to the Master immediately.

d. OTSR Requests. OTSR requests may be in the form of a letter or message. See MSC Communications Policy and Procedures Manual (*CPPM*) (*COMSCINST 2000.2*) for proper message format. When possible, OTSR requests should arrive at the appropriate NAVMETOCCEN (*NAVLANTMETOCCEN NORFOLK VA for the Atlantic; NAVPACMETOCCEN PEARL HARBOR HI for EASTPAC and NAVPACMETOCCEN WEST GU for WESTPAC and Indian Oceans*) at least 72 hours prior to the ships estimated time of departure (*ETD*) and should provide the following information:

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- (1) Name(s) and type(s) of ship(s).
 - (2) Point of departure, ETD and classification of movement. Advise by message of ETD changes of more than 12 hours.
 - (3) Destination and preferred estimated time of arrival (*ETA*) plus qualifying remarks as appropriate.
 - (4) Intended cruising speed and maximum acceptable speed of advance (*SOA*).
 - (5) Draft in feet. Include both fore and aft drafts if an unusual trim condition exists.
 - (6) Voyage and loading information: Commanding Officers and Masters must state highest operational limits for head, beam, following seas and wind velocities.
 - (7) Special requirements; i.e., unusual cargo loading, casualties to hull or engineering plant that affect seaworthiness, significant operations to be conducted enroute, desirability of working topside weather, etc.
 - (8) Communications channels, including any unusual channels to be used to have OTSR messages routed to the ship. All ships shall include the broadcast guarded and INMARSAT number.
 - (9) Ocean current involved when ocean current assistance/avoidance routes are needed.
- e. Route Recommendation. The route recommended normally will be sent by message for action to the ship being routed about 36 hours prior to ETD. Information copies will be sent to the cognizant Movement Report Center (*MRC*) to the Area Command having OPCON, and to the originator of the route request if other than the ship to be routed. *If the route recommendation has not been received 18 hours prior to ETD, a second request should be sent* to the NAVMETOCCEN concerned by IMMEDIATE precedence message. The use of Inmarisat voice and FAX may also be used.
- f. OTSR in Movement Reports. In accordance with COMSCINST 3123.5J, *Subj: MSC Movement Report Instructions*, and COMSCINST 2000.2, *Subj: MSC CPPM*, all MSC Force ships shall include the fact that they are sailing under OTSR in their movement reports and all changes thereto.

g. Daily OTSR Reports. This report is required from the ship being routed, and is an 0800 local time observation of existing conditions which should be transmitted during the next regular radio operator period. This report keeps the routing activity current on the ships status as it includes course/speed information as well as anticipated changes. It does not replace the Synoptic Weather Report which is described in Article 2-3-6.

(1) The report should include the following information:

- (a) **Time of observation** (*Zulu*), including day of hour, minute and month.
- (b) **Position**. Latitude in four digits, longitude in five digits.
- (c) **Course, speed and RPM** being ordered at observation time.
- (d) **Wind direction** in degrees (*true*) and speed (*knots*).
- (e) **Sea direction** (*true*), period (*seconds*) and height (*feet*).
- (f) **Swell direction** (*true*), period (*seconds*) and height (*feet*).
- (g) **Barometer reading** corrected to sea-level in millibars (*preferred*) or inches.
- (h) **Seawater temperature in Celsius** at observation time (*if available*).

(2) An example of a Daily OTSR Report can be found in the MSC Communications Policy and Procedures Manual.

h. Remarks: Any additional pertinent remarks, e.g., "INTEND REDUCE SPEED TO 14 KT PRD 011200Z TO ABT 021800Z WITH HALF MAIN PLANT DISABLED" or "DIVERTED 021700Z TO 27N 65W TO TENDER MED ASSISTANCE. SOA 20. WILL ADVISE" or "INTEND FUEL DD'S FIRST LIGHT 22 JAN" or "REDUCED SPEED TO 10KT 2300Z IN VERY ROUGH HEAD CONDITIONS."

NOTE: *It is essential that the ship promptly advise the routing center of significant deviations from the intended route so that meaningful surveillance may be continued.*

NOTE: *For additional information on completing the above report, see NAVMETOCCOMINST 3140.1K, Subj: U. S. Navy Meteorological and Oceanographic Support Manual.*

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i. Classified Movements

(1) If the original request for OTSR is classified, the route recommendation will be given the same classification.

(2) Ships operating on classified movements and not equipped with on-line ship-to-shore communications equipment are exempt from the provisions of the 0800 Daily OTSR Report provided the first daylight synoptic (*six hourly*) weather report is sent to all addressees required on the Daily OTSR Report.

j. Panama Canal Transit. Requests for routes involving a transit of the Panama Canal will be sent action to both NAVMETOCCENs. Daily OTSR reports shall be sent to NAVLANTMETOCCEN Norfolk VA when in the Atlantic and to NAVPACMETOCCEN Pearl Harbor HI when in the Pacific *except* that the last two reports prior to Canal entry should be sent to both activities. Include FLENUMOCEANCEN MONTEREY CA as an info addressee on related OTSR message traffic.

k. OTSR Under Naval Control of Shipping Organization (NCSORG). For ships under NCS, the cognizant Naval Control of Shipping Officer (NCSO) will provide the ocean route and expected weather conditions prior to sailing. Updated weather information and specific messages for ships will be broadcast by MERCOMs so ships may listen in a passive mode for traffic.

2-3-4 ENROUTE WEATHER FORECAST SERVICES

a. General. The importance of reliable weather forecasts and storm warnings to the safety of all MSC Force ships cannot be overemphasized. *It is incumbent on the Master of each MSC Force ship to arrange to receive weather reports at appropriate intervals.*

(1) The Navy enroute weather forecast (*WEAX*) system of reports is available to all MSC Force ships, except short term charters (*e.g., voyage-charters*). *WEAX* reports provide a synoptic picture as well as tailored 24-hour forecasts of environmental conditions along the ship's projected track.

(2) Because the Navy does not compete with commercially available environmental services, ships under short term charter may not utilize Navy *WEAX* services.

b. Communications Minimize. In general, if minimize is instituted, appropriate weather reports should be requested. Weather enroute forecast (*WEAX*) services will normally be provided to Navy Operating Force ships as dictated by weather conditions and operations.

c. Action

(1) Masters of all MSC Force ships (less short term charters) shall request route weather forecast (*WEAX*) services. This is accomplished by adding the letters *WEAX* in the movement report submitted in accordance with COMSCINST 3123.5J, MSC CPPM or NWP 1-03.1 (*formerly NWP 10-1-10*), *Operational Reports*.

(2) Masters of short term charters shall obtain weather support in accordance with standard commercial practice.

(3) Masters of all MSC Force ships may obtain weather information via Marine, Synoptic and Facsimile Broadcasts in accordance with procedures covered in the appropriate sections of the latest edition of the Department of Commerce/Department of Navy Publication, *Worldwide Marine Weather Broadcasts*.

2-3-5 ICE FORECASTS

MSC Force ships may obtain ice forecasts, which include the types, boundaries and navigability of sea ice. Weekly forecasts may be requested by message to NAVICECEN SUITLAND MD.

2-3-6 WEATHER OBSERVATIONS AND REPORTS

a. General. NAVMETOCCOM activities are tasked to provide timely weather and oceanographic support to the Navy Operating Forces. The designated areas of responsibilities contain ocean areas where each reported observation is vital to the continuity required by the activities analyses and forecasts. The weather and oceanographic observations are further compiled into climatological summaries, utilized to develop and apply analyses and forecasting techniques. In order to provide the best possible environmental service to ships, it is essential that accurate and prompt weather and oceanographic reports be available from as many ships as possible. These reports will then enable the OTSR, enroute weather forecasts (*WEAX*), oceanographic forecasts and warning programs to provide quality products and services.

b. Actions Required by All MSC Force ships

(1) When unusual or dangerous weather conditions develop, when ice is sighted or when significant changes in weather are observed, MSC Force ships shall report immediately via any means available, including plain language messages when consistent with radio security instructions issued by the cognizant OCA or command exercising OPCON of the ship.

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(2) Record weather observations hourly, except for T-AGOS ships which shall record weather observations every 6 hours.

(3) Make weather reports in accordance with the appropriate paragraphs below. These weather observations shall be taken within 15 minutes of transmission and must be transmitted within 1 hour of the designated times. If the weather report is delayed over 3 hours from time of observation, it shall not be transmitted. Unless the report includes extreme weather conditions (*e.g., winds over 33 knots*), overtime shall not be incurred.

(4) If communications minimize is instituted, weather and oceanographic observations are considered significant and shall be reported as routinely required unless specifically exempted, or modified, by the operational commander due to operational or exercise constraints.

(5) Forward originals of weather records in accordance with the appropriate paragraphs below. Retain copy of subject observations onboard for 1 year.

c. Exceptions to Standard Observation and Reporting Procedures. Paragraphs d and e below provide standard observation and reporting procedures for MSC Force ships. These procedures are subject to any limitation imposed by the cognizant OCA or other command exercising OPCON of an MSC Force ship. In addition, the following are exceptions to the standard procedures contained in paragraphs d and e.

(1) MSC Force ships operating with the fleet and under FLTCINC OPCON shall record and transmit weather and oceanographic reports in accordance with fleet directives.

(2) MSC Force ships routed by NCS shall only submit weather reports when instructed to do so by the NCSO at the port of sailing.

(3) MSC Force ships with Moving Ship Radiosonde Program (*MSRP*) units will submit reports in accordance with special instructions of the unit embarked.

d. Standard Observation and Reporting Procedures for USNS Ships

(1) Make weather observations in accordance with the Manual for Ship's Surface Weather Observations (*NAVMETOCCOMINST 3144.1D*) and the Oceanographic and Meteorological Support System Manual (*NAVMETOCCOMINST 3140.1K*).

(2) Record weather observations on CNMOC Form 3141/3.

(3) Weather observation shall normally be made, coded and transmitted at 0000Z, 0600Z, 1200Z and 1800Z. Specifically, the requirements in the table below shall be followed.

SURFACE WIND SPEED (KTS)	TIMES (GMT) FROM 0000Z	PRECEDENCE
0-33	every 6 hours	Priority
34 and greater	every 3 hours	Immediate

NOTE: *Unless the report includes extreme weather conditions (e.g., winds over 33 knots) overtime shall not be incurred.*

(4) If ship movements are UNCLASSIFIED, see MSC Communications Policy and Procedures Manual (CPPM) (COMSCINST 2000.2) for message format.

NOTE FOR T-AGOS SHIPS: *When movements are classified, use the ship's task designator as originator and transmit to action and information addressees as directed in the OPORD. The following example is for T-AGOS ships only.*

LANTFLT T-AGOS SHIPS ON SURTASS MISSIONS

FROM: CTE XX.Y.Z.A
 TO: OCEANO EAST
 INFO: CTG EIGHT FOUR PT ZERO
 CTU EIGHT FOUR PT ZERO PT FIVE
 CTG EIGHT FOUR PT ONE
 CTG THREE TWO ZERO PT ONE
 NAVICECEN SUITLAND MD
 NAVLANTMETOC DET KEFLAVIK IC
 SECRET//N03141//
 SUBJ: WEAX OBS (U)

LANTFLT T-AGOS SHIPS ON COUNTERDRUG MISSIONS

FROM: USNS SHIP NAME
 TO: OCEANO EAST
 INFO: NAVLANTMETOC DET ROOSEVELT ROADS PR//30//
 CTG FOUR PT ONE
 CTU FOUR PT ONE PT SIX
 24WS HOWARD AFB PM//WSS//
 CONFIDENTIAL//N03141//
 SUBJ: WEAX OBS (U)

PACLFT T-AGOS CLASSIFIED DEPLOYMENT

FROM: CTE XX.Y.Z.A
TO: OCEANO WEST
INFO: CTF TWELVE
CTG TWELVE PT ZERO
CTG TWELVE PT ONE
CTG TWELVE PT FIVE
CTU TWELVE PT FIVE PT ONE
COMTHIRDFLT
CINCPACFLT PEARL HARBOR HI//N3WZ//
NAVPACMETOCEN PEARL HARBOR HI//31C//
MSC TAGOS UNIT PAC PEARL HARBOR HI//PM211D//
CONFIDENTIAL RELEASABLE TO CANADA//NO3141//
SUBJ: WEATHER OBSERVATION (U)

(5) In areas where hazardous weather conditions may be encountered, such as tropical cyclones, hurricanes, typhoons or severe storms, an alert watch shall be kept to detect the presence of such conditions. Immediately upon detection of these conditions, a report shall be sent in compliance with the above paragraphs. The first report may be plain language instead of the standard codes.

(6) When ice or icebergs are observed, the initial report shall be made as soon as possible in plain language. Include positional information.

(7) CNMOC 3141/3 (*Observation Form*) is available through normal Navy supply channels (*FSN 0108-LF-019-3100*).

(8) Records concerning weather observations shall be forwarded as directed below.

(a) UNCLASSIFIED Voyages. CNMOC 3141/3 (*Observation Form*). Send to:

OFFICER IN CHARGE
FLEET NUMERICAL METEOROLOGY AND
OCEANOGRAPHY DETACHMENT
151 PATTON AVENUE
NASHVILLE NC 28801-5014

(b) CLASSIFIED Voyages. When involved with classified operations, these records will receive appropriate protection (*see Chap 3, Sect 3 (Information Security)*) In general, these records will be delivered to the appropriate MSC Office as soon as possible.

e. Standard Observation and Reporting Procedures for MSC Force Ships (*less USNS ships*)

(1) Weather observations shall be made in accordance with the latest edition of the National Weather Service Observing Handbook No. 1, *Marine Surface Observations* and recorded on NOAA Form 72-1A.

(2) Ships shall transmit weather reports using originator's international call sign and messages will be transmitted on a priority basis. The latest edition of the publication *Radio Stations Accepting Ship's Weather and Oceanographic Observations* details procedures for determining the radio stations that accept weather reports. In addition, INMARSAT may be used. If it is, send the message to OBS METEO WASHINGTON DC. *In all cases, include COMSC WASHINGTON DC and the appropriate MSC Area Command as info addrees.*

(3) *If a ship's movement is classified*, weather reports shall be sent CW only via U. S. Coast Guard radio using the indefinite call sign NILK.

(4) Weather observations shall be made and transmitted at 0000Z, 0600Z, 1200Z and 1800Z. In addition, the following special/storm reports are required (*see the latest edition of National Weather Service Observation Handbook No.1, Marine Surface Observations, Sections 1.9/10*).

(a) Special Report (SPREP). If the weather encountered is significantly worse than predicted, a weather observation in the standard format, preceded by the word SPREP, is to be sent. Examples of criteria for a SPREP are:

1. Wind speed doubles over that previously reported, if 25 knots or greater.
2. Wind increases to 34 knots when gale warnings are not in effect.
3. Visibility lowers to 1/2 mile.
4. Sea increases to 7-10 feet above forecast.
5. Ice forms on ship's superstructure.

(b) STORM Reports. STORM messages fall into two categories: tropical and non-tropical weather disturbances with winds above 48 knots.

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1. Non-Tropical STORM Report. When the average wind reaches 48 knots, preface your weather message with the word STORM and increase reporting frequency to 3 hours or less.

2. Tropical STORM Report. When within 300 nautical miles of a tropical storm, report weather at least every 3 hours.

NOTE: *Unless the report includes extreme weather conditions (e.g., winds over 33 knots) overtime will not be incurred.*

(5) When ice or icebergs are observed, the initial report shall be made as soon as possible in plain language. Include positional information.

(6) NOAA forms are available from National Weather Service offices.

(7) Records covering weather observations shall be forwarded as detailed below.

(a) UNCLASSIFIED Voyages. NOAA Form 72-1 (*Ship's Weather Observations*) shall be forwarded in accordance with Section 1.4.2 of the latest edition of the National Weather Service Observing Handbook No.1, Marine Surface Observations.

(b) CLASSIFIED Voyages. When involved with classified operations, these reports will receive appropriate protection (*see Chap 3, Sect 3 (Information Security)*). In general, these records will be delivered to the appropriate MSC Office as soon as possible.

2-3-7 NEAR SURFACE TEMPERATURE OBSERVATIONS

Ships equipped with near surface reference temperature (*NSRT*) devices will use these devices in lieu of ships intake thermometers or bucket thermometer when determining sea temperature for weather reports and reference temperature for bathythermograph observations.

2-3-8 BATHYTHERMOGRAPH REPORTING (*CERTAIN USNS ONLY*)

Certain designated MSC Force ships support the Fleet Numerical Ocean Center's (*FNOC*) Cooperative Oceanographic Observation Program. FNOC provides the launchers, the instruction, proper forms and the expendable bathythermographs (*XBTs*). MSC Force ships included in this program shall comply with procedures noted below.

a. Taking, Recording and Transmitting Observations. Bathythermograph observations are required every 12 hours while underway in open ocean areas where depths exceed 100 fathoms. These observations should coincide with two of the standard observation times of 0000Z, 0600Z, 1200Z and 1800Z. The bathythermograph observations shall be made in accordance with Chapter V and Appendix XVII of the U. S. Navy Meteorological and Oceanographic Support Manual (*NAVMETOCCOMINST 3140.1K*) and recorded on Bathythermograph Log Form (*OCEANAV 3167/7*). Strict adherence to the prescribed format is essential because of machine processing and analysis. Ships shall transmit subject observations via INMARSAT or government radio, where possible, using originator's international radio call sign to the appropriate address indicator group (*AIG*) as indicated in Figure 2-3-1 during the next regular radio operator period. All completed bathythermograph log sheets, XBT slides and/or recorder charts are to be mailed to:

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NATIONAL OCEANOGRAPHIC DATA CENTER
ROCKVILLE MARYLAND USA 20852**

b. Repairs and Supplies. Masters of MSC Force ships should notify the Commanding Officer, Fleet Numerical Ocean Center, Monterey CA, either by message or letter, if the system requires repair, servicing and/or recalibration. Consumable supplies for the expendable bathythermograph (*XBT*) system shall be provided by the Commanding Officer, Fleet Numerical Ocean Center. The following inventory of consumables should be maintained onboard:

Item	Amount
XBT probes	20 cases
Recorder chart paper	3 rolls
BT log sheet forms	3 pads
Mailing envelopes	15 each

NOTE: *Masters should notify the Commanding Officer, Fleet Numerical Ocean Center, Monterey CA when replenishment of consumables is required.*

2-3-9 WEATHER AND OCEANOGRAPHIC CONDITIONS

a. Masters should be alert to existing weather conditions at all times and not hesitate to alter course and speed to avoid weather that might seriously damage the ship or endanger the crew.

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b. Masters should have radio officers (*for T-AGOS, contract military communication technicians*) copy radio weather reports and hydrographic information which they may require. This information shall be used together with local conditions as observed from the ship for determining approaching weather and oceanographic conditions which may be plotted and avoided, if necessary.

c. Masters and other ship's officers shall cooperate fully with the NAVMETOCCOM activities, U. S. Naval Oceanographic Office, U. S. Coast Guard, U. S. National Ocean Survey and other government agencies by submitting reports of observations of various marine phenomena, matters affecting the safety of navigation, deficiencies in aids to navigation, weather and oceanographic observations and other reports requested by the Government. Prudent care shall be taken to protect MSC Force ships' classified movements and patrol areas when discussing or reporting items of marine interest.

d. The International Conference on Safety of Life at Sea, 1948, requires that the Master of every ship observing dangerous ice, derelicts, tropical storms or other imminent danger to navigation, report the danger. Reports will be made to the FLTCINC or COMSC, as appropriate, according to mission classification. These commands will ensure proper and expeditious distribution of the warning to the appropriate authorities. Ships are not charged for radio messages reporting dangers to navigation to Government authorities. Details on reporting during classified deployment will be contained in the operation or voyage sailing orders. Format instructions are contained in DMAHTC Publication 117, *Radio Navigational Aids*.

2-3-10 WEATHER DAMAGE

In the event of substantial weather damage, Masters shall ensure a message casualty report (*CASREP*) is submitted in accordance with requirements of Chapter 3, Section 11. In addition to CASREPs, heavy weather damage shall first be reported in accordance with OPNAVINST 3100.6G, *Subj: Special Incident Reporting*, depending on type and/or contract of ship, or by voice in accordance with DMAHTC Pub 117 to the appropriate FLTCINC Command Center and nearest MSC Representative, if it is substantial and mission degrading. Ships of the APF report to Squadron Commander, who will then submit a special incident report, if deemed appropriate.

NOTE FOR CONTRACT-OPERATED USNS SHIPS: *When the damage is not substantial enough to require a CASREP, it then should be reported in a letter of casualty to include: cause, ballast or loaded condition, weather and sea conditions and other essential information.*

2-3-11 COLLECTION OF HYDROGRAPHIC DATA

The National Imagery and Mapping Agency (*NIMA*) is engaged in a continuing survey program and MSC point-to-point shipping historically has supported numerous special or short term hydrographic data collection efforts. The worldwide disposition of MSC Force ships provides excellent advantages for this type of activity. COMSC desires to cooperate with NIMA in obtaining needed observations by utilizing the services of MSC Force ships to the extent practicable.

a. To gain this support, NIMA will forward requests for assistance for collection of hydrographic data to COMSC either by message or letter. Such requests should contain specifics as to the time period of collection effort, the geographical area(s) involved and nature and type of data that NIMA desires to have collected.

b. COMSC will determine what MSC Force point-to-point shipping could be made available on an *opportune basis* to assist in that specified data collection effort. If controlled point-to-point shipping is assigned to participate, COMSC will coordinate the undertaking or the mission between NIMA, appropriate MSC Area Commander, ship owner/operators and/or the MSC Force ship's Master to ensure the maximization of this data collection effort.

c. Data collection itself will be in accordance with the latest edition of the Guide to Marine Observing and Reporting, Navigation (*NV*) Publication 606 and any specific instructions set forth by NIMA.

d. Masters of MSC Force ships will report hazards to navigation which pose an immediate danger to shipping, a message report will be made to cognizant authorities in the area, United States and foreign, as directed by the latest edition of NV Publication 606. If observations indicate deficiencies in aids to navigation in United States waters, a copy of the report will be furnished the nearest U. S. Coast Guard Office.

CHAPTER 2 - OPERATIONS

SECTION 4 - NAVIGATION, PILOTING, ENTERING AND LEAVING PORT

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2-4-1 GENERAL

Unless otherwise noted, the contents of Articles 2-4-2 through 2-4-7 are applicable to all MSC Force ships. Additional information on these subjects, for CIVMAR manned USNS ships, is included in COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*.

2-4-2 MASTER'S RESPONSIBILITY WITH PILOT ABOARD

a. Navigation laws of the United States specifically charge the Master with the responsibility for the safe navigation of his ship. If a Master sees fit to employ a pilot, or if local law requires that he employ one, the pilot so employed acts as a technical advisor or assistant to the Master. A pilot is merely an advisor and his presence onboard does not relieve the Master or his subordinates of responsibility for the safe navigation of the ship. Though not obliged to, the Master may let a pilot maneuver his ship.

b. An exception to the provisions above is found in the "*Rules and Regulations Covering Navigation of the Panama Canal and Adjacent Waters*" which directs that a pilot assigned to a ship in these waters shall have control of navigation and movement of the ship.

c. Masters may employ licensed pilots, when deemed necessary, paying no more than the local rate. Employment of a pilot might be deemed necessary at any port when required by applicable laws or regulations.

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d. Compulsory pilotage laws of the various states are not applicable to public vessels of the United States. The following statement by an Attorney General of the United States is quoted for information: *"The public vessels of the Government have the right of entering the ports and harbors of the United States without employment of pilots, if the officers in command, under instructions, shall deem it consistent with the safety of their command. This exemption extends to all ships which belong to the United States, and employed in the public service, whether they be armed ships or not."*

2-4-3 MASTER'S PRESENCE ON THE BRIDGE

The Master shall be on the bridge when docking, undocking and shifting berths; when entering and leaving restricted waters; when maneuvering in close waters or near other ships; also, when making a landfall; when maneuvering in ice or in thick weather or at any other time when the condition is such that the possibility of danger warrants the Master's presence on the bridge.

2-4-4 CHIEF ENGINEER'S UNDERWAY STATION

The Chief Engineer shall be stationed in the engine control space wherever his presence is most necessary including when docking, undocking and maneuvering in close water or heavy traffic. Panama Canal Regulations require that in addition to the regular engineer officer of the watch, the Chief Engineer of a ship shall remain on duty in the engine control spaces during the approach to and while passing through the locks and until the lockage shall have been completed and the ship is clear of the lock walls. He shall also be in the engine control spaces when the ship is passing through Gaillard Cut, and when getting underway, anchoring or shifting berths. All ship's power shall be available to the Master on such occasions.

2-4-5 PERSONS ALLOWED IN PILOT HOUSE AND ON BRIDGE

Masters and pilots shall exclude from the pilot house and navigator's bridge, while underway, all persons not connected with the navigation of the ship. However, officers and inspectors of the Coast Guard, cadets onboard for training, licensed officers of ships, persons regularly employed in learning the profession of a pilot and representatives of the U. S. Navy may be allowed in the pilot house or on the navigator's bridge upon obtaining the permission of the Master.

2-4-6 LOOKOUT

When underway, a competent seaman shall be properly stationed as a lookout between sunset and sunrise, during thick or hazy weather when visibility is reduced, and when navigating in restricted waters. When circumstances warrant, such as conditions of crowded traffic and in thick weather, additional lookouts shall be posted in accordance with the Master's best judgment.

a. Lookouts shall be properly instructed in their duties, and specially charged with the duty of observing lights, sounds, echoes or any obstruction to navigation. Lookouts shall not be assigned to any other duties and at all times shall be required to be diligent and alert.

b. Numerous court decisions make reference to what constitutes a proper lookout. Such a lookout must have no other duties, such as conning or steering the ship; he must be constantly alert and vigilant; he must have had a reasonable amount of experience as a seaman; he must report what he sees or hears to the officer on watch; and he must ordinarily be stationed as low down and as far forward on the ship as circumstances permit.

2-4-7 RADAR USE

The courts place an additional burden on ships which are equipped with radar, to make *proper* use of it while underway during periods of reduced visibility. This in no way relieves the Master and deck watch officers of their obligation to comply with the rules of the road and to practice good seamanship. Radar is not a substitute for good judgment, strict compliance with the rules, good seamanship, moderate speed or a good lookout. Masters and deck watch officers shall effectively use the radar in hazy weather, including essential relative motion plots to determine true course and speed of other ships. In heavy traffic, only appropriate targets which indicate a hazardous closest point of approach (*CPA*) need be plotted. Care must be exercised to utilize the proper radar scale and settings. In clear weather, the radar shall be used to its optimum advantage in predicting close quarter situations with distant contacts. When two radars are fitted, one should be set on a short range scale and the other on a long range scale.

2-4-8 ANCHORS (*USNS ONLY*)

a. When anchoring, USNS ships may use anchor buoys. The buoys may be obtained through the Navy Supply System or other appropriate source.

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b. The Chief Mate is responsible for securing the anchor for sea, inspecting and testing the anchor machinery before getting underway, entering and leaving port and before the ship enters restricted waters. Anchors, links, shackles and pins shall be inspected closely each time the anchor is weighed. At frequent intervals depending on circumstances, each link shall be sound tested with a hammer for any false ring when the anchor is being heaved in.

c. In the event an anchor is lost, a Unit SITREP shall be sent giving the location, depth of water, ship's speed, type of anchor, amount of chain lost and cause. (*USNS ships and Squadron Commanders should submit a Special Incident report in accordance with OPNAVINST 3100.6G.*) The message will be sent to COMSC WASHINGTON DC and information to the appropriate Sealift Operational Task Group Commander, Sealift Group Commander, FLTCINC, local interested parties and, as applicable, the contract-operator. The MSC CPPM (*COMSCINST 2000.2*) and OPNAVINST 3100.6G contain format for the Unit SITREP.

2-4-9 FLAG DISPLAY AND HONORS (*USNS ONLY*)

a. Flag Display

(1) Display of the national ensign and union jack from USNS ships shall be in accordance with regulations for active status in-service ships, as outlined in *U.S. Navy Regulations*, and as modified for special circumstances. Basic requirements are:

(a) *When not underway*, USNS shall display the national from the flagstaff and the jackstaff, respectively, from *0800 local until sunset*.

(b) *When underway*, USNS ships shall display the national ensign from the gaff at all times.

(c) A USNS ship which enters port at night shall, when appropriate, display the national ensign from the gaff at daylight after anchoring or mooring for a sufficient time to establish her nationality.

(d) Personal flags shall not be displayed by USNS ships.

(e) No flags or pennants other than as prescribed by Navy Regulations shall be displayed from a USNS ship as an honor to a nation or to an individual, except as may be directed by the Secretary of the Navy.

(f) *USNS tankers loading at Ras Tanura* shall display the Saudi Arabian flag at the fore during the visit.

(g) *USNS tankers loading at Kuwait* shall display equal size Kuwait and U.S. flags side by side on the quarterdeck (*adjacent to the gangway*) during the visit. Purchase and fabrication of flag and staffs is authorized, if necessary.

(2) USNS and prepositioning ships shall not follow the merchant marine practice of displaying a foreign flag on arrival in a foreign port, except as provided for above in the ports of RAS TANURA and KUWAIT. The merchant marine practice is contrary to regulations for ships of the Navy and can lead to the erroneous impression that USNS ships are private commercial ships, and therefore are not entitled to the same exceptions and immunities as public vessels of the United States.

(3) U. S. State Department Instructions advise all U. S. diplomatic missions throughout the world of the MSC policy which prohibits the display of foreign flags in foreign ports. Should adverse incidents arise as a result of this policy, the Master and local MSC representative shall immediately contract the U. S. Embassy or Consulate and request assistance.

NOTE FOR T-AGOS SHIPS: *With regard to incidents of this nature, both the Operational Commander, COMSC and the T-AGOS Project Officer will be advised by immediate message of details pertaining to the situation.*

b. Flag Honors

(1) Passing. Since USNS ships are not sailed by military personnel who use the hand salute, USNS ships are not required to comply with passing honors prescribed in U.S. Navy Regulations which are for commissioned ships of the Navy. USNS ships shall, however, follow the customs of the merchant marine service in recognizing men-of-war, and will answer, dip for dip, all such salutes received upon meeting merchant ships of recognized nations.

(2) Death. USNS ships shall half-mast the national ensign upon receipt of notification of death from the FLTCINC or COMSC of one of the following United States officials, and for other officials as directed by proper authorities:

OFFICIAL	PERIOD
President, former President or the President elect	For 30 days from the day, of death
Vice President, Chief Justice, retired Chief Justice of the U. S. or the Speaker of the House of Representatives	For 10 days from the day of death
An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the Secretary of the Army, Navy or Air Force	From day of death until internment
Governor of a state, territory, commonwealth or possession	From day of death until internment (<i>by ships in the state, territory, commonwealth or possession</i>)
Chairman or former Chairman of the Joint Chiefs of Staff, U. S. military officer of 5-star rank, Chief or former Chief of Naval Operations, Commandant or former Commandant of the Marine Corps	From the time of death until sunset of the day of the funeral

CHAPTER 2 - OPERATIONS

SECTION 5 - SHIP SIGHTINGS

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2-5-1 GENERAL

a. The Ocean Surveillance Information System was established to provide aircraft, naval ship and merchant ship location information to the Department of Defense, the Armed Services of the United States, the U. S. Coast Guard, numerous U. S. governmental agencies, as well as friendly foreign nations. The information is used for various facets of national defense, search and rescue, interdiction of illegal drug traffic, avoidance of merchant shipping by operating fleet units, densities of ocean shipping in actual and potential trouble spots in the world and other similar uses. Inasmuch as MSC Force ships often operate well beyond established trade routes, sighting information from MSC Force ships can often be unique and vital. For this reason, COMSC has placed renewed emphasis on the regular reporting of sightings wherever MSC Force ships are operating. Sighting reports are required for:

- (1) All merchant ships over 1,000 gross tons
- (2) Ships of interest as defined by the Operational Commander.

b. Action

(1) MSC Force ships under the OPCON of a Sealift Operational Task Group Commander or Sealift Group Commander shall submit ship sighting reports in accordance with Articles 2-5-2 and 2-5-3 which incorporates unclassified guidance contained in Naval Warfare Publication (NWP) 1-03.1 (*formerly NWP 10-1-10*), *Operational Reports*, Appendix B.

(2) All MSC Force ships shall submit LOCATOR messages in accordance with USMTF User Formats 2.0 CDROM, MSC Communications Policies and Procedures Manual (*COMSCINST 2000.2*) and applicable FLTCINC and Numbered Fleet Commander directives, or as directed by the operational commander.

(3) MSC Special Mission Support Force Ships when supporting classified operations shall report in accordance with Article 2-5-2, paragraph c.

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(4) Masters of MSC Force ships shall ensure that a supply of Ship Sightings Report forms (*Figure 2-5-1*) are readily available to the bridge watch, that the bridge watch is thoroughly briefed and that the reports are submitted in accordance with prescribed procedures.

2-5-2 SIGHTING PROCEDURES

a. Sightings Underway (Routine). Ideally, all sightings should be made with only the aid of binoculars, without changes in own ship's course and speed.

(1) Sightings are important but are secondary to the ship's safety, mission, tasking or voyage schedule.

(2) Interrogations by radio or flashing light to sighted ship are acceptable providing no obligation to exchange information which may be classified to own ship is incurred. Such interrogation should be casual and courteous.

b. Ship Sightings Underway (Special Tasking). Periodically, MSC ships will be tasked by Commander, Naval Intelligence Command (*COMNAVINTCOM*) to report the position of a certain ship or report on any ship in a specific area. This tasking can be directed for any number of reasons (*safety, distress calls, imminent fleet maneuvers, imminent hostilities, threats of various types, etc.*). Such tasking will be directed to a specific ship and special reporting will be requested. In such cases, own ship's mission, tasking or voyage schedule becomes secondary to the new tasking. Own ship's safety, of course, remains paramount to such new tasking.

c. MSC Special Mission Support Force Ships Reporting Guidance

(1) General. This section provides amplifying guidance on precedence of EMCON versus sighting reports for those ships conducting classified operations.

(2) Procedures. Special Mission Support Force ships when performing classified operations under EMCON, unless modified in general specifications or operation orders, or by the officer in tactical command (*OTC*), will report in accordance with the following guidelines:

(a) If not in EMCON, ensure compliance with the sighting and reporting procedures in Articles 2-5-2 and 2-5-3.

(b) If in EMCON but 100 nautical miles outside of and departing the classified operations area, prepare sighting reports of "*chance sightings*" and transmit when released from EMCON.

(c) If in EMCON and inside 100 nautical miles of the classified operations area, break EMCON and report in accordance with the sighting and reporting procedures in Articles 2-5-2 and 2-5-3.

(d) If in EMCON and inside 100 nautical miles of the classified operations area or outside of but approaching the classified operations area and a nonfriendly ship or aircraft commences surveillance or harassment, cease classified operations, break EMCON, report the incident and request further instructions.

2-5-3 REPORTING PROCEDURES

The LOCATOR message (*formerly called the MARREP*) is generated by maritime surveillance forces to report surface, subsurface, air or special interest units operating in a maritime environment. In accordance with the guidance contained in NWP 1-03.1 Appendix B, a LOCATOR message will be submitted in the format provided in USMTF User Formats 2.0 CDROM, Annex 3G, Maritime Force Locator. See MSC CPPM (*COMSCINST 2000.2*) also for format.

SHIP SIGHTINGS REPORT

FROM: _____

INFO COMSC WASHINGTON DC//
MSC AREA COMMANDS AS APPROPRIATE

UNCLAS

M	S	G	I	D		OSS WHITE						
					14 Characters Max			1-5 Digits				
					ORIGINATOR	MSG TYPE	SER. NO.	MONTH				
F	S	H						3 Characters				
M	E	R										
					NAME			TYPE	FLAG			
T	M	P	O	S								
					6 digits + 1 digit	4 digits + N or S + 1 digit	5 digits + E or W + 1 digit	3 digits + T	1-4 Characters K			
					LATITUDE	LONGITUDE	COURSE			T	K	
A	R	R						6 Digits + Z + 1 digit				
					18 Characters Max.							
					Port of Arrival	Country	DTG (TOA)		Month			
D	E	P						6 Digits + Z + 1 digit				
					18 Characters Max.							
					Port of Departure	Country	DTG (TOA)		Month			
D	E	S						6 Digits + Z + 1 digit				
					18 Characters Max.							
					Port of Destination	Country	DTG (TOA)		Month			
L	A	M	P									
Pertinent Remarks												
E	N	D	A	T								

MSC Form 3840/1 (Rev 1/86)

Figure 2-5-1. Ship Sightings Report Form

CHAPTER 2 - OPERATIONS

SECTION 6 - SEARCH AND RESCUE AND ASSISTANCE-AT-SEA

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2-6-1 AUTOMATED MUTUAL-ASSISTANCE VESSEL RESCUE (AMVER) SYSTEM

a. General. Information contained in this article is applicable to all MSC Force ships.

(1) The Automated Mutual-Assistance Vessel Rescue (AMVER) system, operated by the U. S. Coast Guard, is an international, maritime, mutual assistance program which aids the development and coordination of search and rescue (SAR) efforts in offshore areas of the world. Merchant ships, of all nations, making offshore passages are encouraged to send, voluntarily, sailing reports and position reports to the AMVER Center at U. S. Coast Guard, New York NY via selected radio stations. The AMVER computer receives these reports and maintains dead reckoning positions of the ships. Ship characteristics which are valuable for determining SAR capability are also entered into the computer database.

(2) During an emergency, the Coast Guard makes information available concerning the predicted location and SAR characteristics of each ship known to be within the area of interest. This information is in the form of a surface picture (SURPIC), which is available, upon request, to recognized SAR agencies of any nation.

(3) Guidance for participation in the AMVER system appears in the AMVER User's Manual, printed in fourteen languages. This publication is available from Commander, Atlantic Area, U. S. Coast Guard, AMVER Maritime Relations Office, U. S. Coast Guard, Battery Park Building, New York NY 10004; Commander, Pacific Area, U. S. Coast Guard, Coast Guard Island, Alameda CA 94510; U. S. Coast Guard District Offices; Marine Inspection Offices and Captain of the Port Offices in major U. S. ports.

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(4) The "*Merchant Ship Search and Rescue Manual (MERSAR)*" published by the International Maritime Organization (*IMO*) is international in scope, carried by seagoing ships of all nations, and used by the U. S. Coast Guard for coordinating SAR operations with merchant ships. Copies of MERSAR (*publication sales number 963 86.08.E*) are available from IMO London or maritime publication outlets.

(a) The purpose of MERSAR is to assist the Master of any ship which might be called upon to conduct SAR operations.

(b) By means of MERSAR and the International Code of Signals (*INTERCO or I.C.S.*), ships of any nationality will be able to coordinate their activities during a search and rescue operation.

(c) *COMSC urges all Masters and deck officers in MSC Force ships to become familiar with MERSAR and to keep it readily available for emergencies at sea.*

(5) The AMVER Center, Martinsburg WV, receives information on MSC Force ship movements via the MSC or Navy Movement Report System and Naval Oceanography Centers (*for those MSC Force ships under Optimum Track Ship Routing*). Hence, Masters of MSC Force ships are not required to submit any additional ship movement information to AMVER, unless directly queried in specific instances.

b. Policy. It is COMSC policy that all MSC Force ships shall:

(1) Participate in the AMVER system.

(2) Render assistance during emergencies in compliance with the obligations of Regulation 10, Chapter V, of the International Convention for the Safety of Life at Sea.

2-6-2 GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS)

a. The goal of the Global Maritime Distress and Safety System (*GMDSS*) is to provide every ship around the world with the essential communications tools to provide for the safety of crew, passengers and cargo. It is based on the concept of linking search and rescue authorities ashore with shipping in the immediate vicinity of a ship in distress or in need of assistance. When a distress signal is received, authorities and ships in the area will be alerted in order to expedite search and rescue operations. The system will also provide for urgency and safety communications including the distribution of navigational and meteorological warnings.

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b. GMDSS is a largely automated system which requires ships to carry a range of equipment capable of simple operation. The IMO defined the communications functions to be performed by all ships and then specified what equipment would meet these requirements in defined ocean areas of the world. Under this new system, all ships will be required to perform the following communications functions:

- (1) Distress alerting - ship-to-shore, shore-to-ship and ship-to-ship
- (2) Search and rescue coordination
- (3) On-scene communications
- (4) Signals for locating
- (5) Maritime safety information
- (6) General radio communications
- (7) Bridge-to-bridge communications

c. GMDSS requirements for MSC Force ships are contained in the MSC Communications Policies and Procedures Manual (*MSC CPPM*) (*COMSCINST 2000.2*).

2-6-3 RENDERING SEARCH AND RESCUE (SAR) ASSISTANCE

a. General

(1) This subsection is applicable to all MSC Force ships. Additional information for CIVMAR manned USNS ships is included in COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS); NWP 3-50.1 (formerly NWP 19-1), Navy Search and Rescue Manual; COMSCINST 3541.5D, Subj: Damage Control Manual* and Article 2-6-4.

(2) See Article 2-6-4 regarding the requirement to submit a letter report when assistance-at-sea, including SAR assistance, is rendered to an individual or individuals from another command or commercial agency.

b. Policy. Under maritime law and long standing traditions of the sea, MSC Force ships will aid in search and rescue (SAR) operations when circumstances warrant. The Master shall render immediate search and rescue assistance when requested by a ship or craft in distress or when directed by competent authority such as U. S. Coast Guard, SOP/SOPA, etc.

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(1) When an MSC Force ship becomes involved in a SAR operation, the Master shall report immediately, by message, any change in operational control and communication guard to the cognizant Fleet Command, Movement Report Center, COMSC, Sealift Operational Task Group Commander and OCA, as appropriate. Upon termination of rescue operations or when released from operational control by the area SAR commander, a message report shall be made to the same addressees indicating the resumption of normal operational control and communications guard.

(2) The entire SAR operation is aimed at the rescue of personnel in distress. Success depends on the prompt reporting of all available information pertaining to the distress incident to provide for proper coordination and rapid dispatch of rescue facilities to the scene.

(3) Personnel onboard all MSC Force ships shall be trained in recognition of visual and voice distress signals, proper use of lifesaving equipment, first aid and rescue operations.

NOTE FOR T-AGOS SHIPS: *Masters of T-AGOS ships under the operational control of the FLTCINC or designated representative are responsible to aid in SAR operations when circumstances warrant and with the prior approval of the operational commander. Should a T-AGOS Ship become involved in a SAR operation, the Master shall report immediately to the operational commander and request guidance. When under MSC OPCON, T-AGOS Masters will comply with the guidance provided above.*

2-6-4 RENDERING ASSISTANCE-AT-SEA

a. Definition. Assistance-at-sea missions are incidents in which medical or other services of a humanitarian nature are furnished to an individual or individuals of another command or commercial agency.

b. Report. The Master of an MSC Force ship providing such assistance, shall submit to COMSC, with copy to the cognizant MSC Area Commander, a letter report of each assistance-at-sea mission as occurring. Photographs of the incident shall not delay the report and they may be forwarded later under separate cover. The report will contain the following information to enable COMSC to reconstruct the extent and cost of participation:

(1) Date and hour of diversion to perform mission.

(2) Nature of mission.

(3) Location, details of any essential data pertaining to the mission, including names of other ships involved.

- (4) Date and hour of release from mission.
- (5) Date and hour of return to regular schedule.
- (6) Labor costs directly related to the incident.

2-6-5 RENDERING ASSISTANCE TO PERSONS, SHIPS AND AIRCRAFT IN DISTRESS (CIVMAR USNS ONLY)

Information for CIVMAR manned USNS ships providing assistance to persons, ships and aircraft in distress is included in FLTCINC, numbered Fleet Commander and Task Group/Force OPORDs/OPTASKs and COMSCINST 3120.2D.

2-6-6 MAN OVERBOARD OR MISSING AT SEA

a. When a person is observed falling overboard, the Master shall ensure that all possible actions are taken to rescue the person. A successful method used during darkness when a man cannot be seen but his approximate location is known is for the rescue boat to display a white light and remain still in the water in the area where the man is presumed to be and let the man swim to the boat.

b. When a person is reported missing at sea, a thorough search of the ship will be made immediately. While this search of the ship is in progress, the Master must decide whether to slow down, stop or change course. The Master should not continue at a normal cruising speed during the search; this may only add distance between the ship and the eventual search area.

c. If the person is not found onboard, the time he was last seen shall be ascertained. It is the Master's duty and obligation to take every reasonable action to search for and rescue the person lost overboard. These actions should include:

(1) If the ship is equipped with a Collision Avoidance System (CAS), mark the ship's position on the CAS.

(2) Sound the man overboard alarm, station additional lookouts and, if at night, man the ship's searchlights.

(3) Effect a Williamson turn.

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(4) Transmit on distress frequencies to all ships in the area and other rescue agencies as appropriate, an emergency message containing all the facts of the situation, including the time, latitude and longitude and courses, speeds and distances steamed since the person was last seen.

NOTE FOR T-AGOS SHIPS: *In lieu of actions in paragraph (4) above, initiate the following actions: Advise the operational commander, COMSC and the contract-operator by flash message, provide details and recommendations as well as detailing what action is being carried out at the time. This message shall include all facts of the situation, including the time, latitude and longitude and courses, speeds and distances steamed since the person was last seen. When given permission by the operational commander, transmit on distress frequencies to all ships in the area. Other rescue agencies will be advised by the operational commander.*

(5) Assume the person went overboard soon after he was last seen. Make a thorough search over the entire course and adjacent water traveled by the ship since the man overboard was last seen. This search should not be terminated until the man is found or recovery is determined to be hopeless.

(6) As appropriate, deploy a boat for recovery.

d. A man overboard bill is located in COMSCINST 3541.5D, Part 2, Chapter 9.

NOTE FOR SURTASS T-AGOS SHIPS: *Additional actions may include: (1) Recover the deployed array as directed by the SMS and ship's Master and (2) only if the array is fully recovered, effect a Williamson turn.*

2-6-7 HELICOPTER IN RESCUE

The procedures to follow when removing an injured or sick man from an MSC Force ship at sea by helicopter depends on existing conditions. Some of the routine things to do and not to do are listed below. Adherence to instructions from the helicopter, however, is most important. NWP 3-04.1M (*Helicopter Operations*) provides valuable information concerning operations and safety concerns.

a. Things to do

(1) Establish communications with the helicopter using 156.8 MHz (*VHF-FM*), which is the international distress and calling frequency. Enroute, explicit voice radio instructions may be issued to the ship setting forth the helicopter's requirements. If there are no communications via radio, expect the helicopter to drop messages with instructions or use a loud hailer. When using voice radio, provide for sound powered (*with headsets*) communication from the pilothouse to crew handling operation on deck.

NOTE FOR T-AGOS SHIPS: *Following approval by the operational commander, establish communications with the helicopter.*

(2) If there is no clear area for a pickup from the ship advise the helicopter of the situation, and plan to use a small boat to be towed astern.

(3) Unless otherwise advised by the helicopter pilot, keep the way of the ship at minimum for steerage.

(4) Hold ship on steady course with wind about 30 degrees on port or starboard bow.

(5) Limit persons on deck in vicinity of the hoist operation to those actually required. Clear all adjacent deck area of debris to avoid foreign object damage to the helicopter.

(6) The helicopter will lower a special buoyant litter. Due to static electricity considerations, the litter and hoist should be grounded to the ship. The litter should then be unhooked from the hoist cable and the patient strapped in. **DO NOT** attach the hoist cable to **ANY PART** of the ship or boat or attempt to retain it in any manner. When the patient is ready for hoisting, signal the helicopter. The pilot will direct the hoistman to reposition the hoist cable over the litter. Attach the litter with patient and signal the hoistman when ready. Waste no time but do not be overly hasty. The entire hoist operation from lowering to securing litter in the helicopter can safely be performed in about 2 minutes.

(7) When a rescue sling is used, place it under the arms and around the chest, not around the neck. Patient should not attempt to relieve their weight by holding on to the hoist cable. On the ship or in the boat, it is handled exactly as the basket. When lowered to a person in the water, the sling remains attached to the hook at all times so that it will not go adrift. Due to static electricity concerns, the hoist cable should be grounded to the ship.

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(8) Advise the patient not to attempt to assist themselves into the helicopter cabin upon reaching the door. Helicopter aircrew personnel are fully competent, and any attempt to help may hinder rather than help.

b. Things Not to Do

(1) **DO NOT** communicate with the helicopter during the pickup unless an emergency exists.

(2) **DO NOT** attach hoist cable to **ANY** part of the ship or boat.

(3) **DO NOT** put patient in a boat until requested by the pilot.

(4) **DO NOT** send patient's gear with him as weight is critical. Send only small bag of personal articles, i.e., wallet, toothbrush, etc. along with medical and treatment records.

2-6-8 REQUESTING SEARCH AND RESCUE (SAR) ASSISTANCE

Should an MSC Force ship require SAR assistance, a message request, direct to the SAR coordinator for the area, if known, will be transmitted via any Ship-to-Shore station. If the SAR coordinator for the area is not known, the Ship-to-Shore station will be requested to immediately relay the message to the nearest SAR agency.

CHAPTER 2 - OPERATIONS

SECTION 7 - PASSENGERS, SUPERCARGO PERSONNEL, OBSERVERS AND GUESTS

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Supercargo Personnel.....	2-7-2
Observers.....	2-7-3
Guests	2-7-4

2-7-1 PASSENGERS

a. Definition. "*Passengers*" are military and civilian personnel, including dependents, sponsored by the Department of Defense, onboard MSC Force ships for the express purpose of point-to-point transportation. This definition does not apply to military personnel onboard MSC Force ships for duty or to industry representatives onboard MSC Force ships for MSC's benefit.

b. Policy. COMSCINST 4650.2C, *Subj: Passengers Aboard MSC Controlled Ships*, contains policies and procedures for the transportation of military and civilian DOD passengers onboard MSC ships. Except when an emergency is deemed to exist, the ship's Master will be consulted to ascertain that adequate facilities exist aboard the ship to accommodate the number of passengers to be embarked.

2-7-2 SUPERCARGO PERSONNEL

a. Definition. "*Supercargo personnel*" are those designated by a deploying unit, on orders, to accompany, guard and maintain unit cargo onboard an MSC ship.

b. Policy. COMSCINST 3120.19, *Subj: Administrative Procedures for Embarkation, Carriage and Debarkation of Supercargo Personnel in MSC Force Ships*, addresses the Master's responsibilities and relationships with embarked military personnel, allocation of living space, shipboard safety requirements, behavior and discipline, weapons security and other related subjects.

2-7-3 OBSERVERS

a. Definition. "*Observers*" are U. S. citizens embarked in MSC ships during sea trials and during scheduled voyages for the purpose of observing the installation and operation of machinery and equipment, for the maintenance and repair of equipment, for indoctrination and training and for general ship operations and administration. Personnel who may properly be considered observers are:

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(1) Military personnel of the Department of Defense in connection with official duties.

(2) Civilian employees of the Department of Defense in connection with their duties.

(3) Government civilian employees of agencies outside the Department of the Navy in connection with official duties pertaining to MSC matters in accordance with OPNAVINST 5720.2L, *Subj: Embarkation in U. S. Naval Ships*.

(4) Naval Reserve Officers on active training (AT).

(5) Civilians who are not Government employees in connection with the construction, maintenance or operation of the ship or for scientific research purposes, provided the ship remains within the general area of the port at which personnel embark, in accordance with OPNAVINST 5720.2L.

(6) Manufacturers' and contractors' representatives and other civilians who may be accredited as U. S. Navy Technicians in accordance with OPNAVINST 5720.3D, *Subj: Policies and Procedures for U. S. Navy Technicians Designation of Military Air Transportation for Contractor and Engineering Technical Service Personnel*. In event the voyage extends beyond the geographical limits established in subparagraph (5) above, prior authorization must be obtained from CNO.

b. Policy. CNO has authorized COMSC to embark in MSC ships, without reference to CNO, U. S. citizens defined as observers in paragraph b above. This authority is further delegated to MSC Area Commanders. Authority is also granted MSC Area Commanders to submit requests for letters of authorization, accrediting personnel indicated in paragraph a(6) above as U. S. Navy Technicians, directly to CNO with copy to COMSC.

c. Procedures. Cognizant agencies of the Department of Defense and/or MSC Area Commanders will issue appropriate orders for personnel designated as observers. MSC damage control personnel do not require travel orders, as they are civilian marine personnel. The issuing authority will ensure that observers have required security clearances, immunizations and passports. While embarked in MSC ships, observers and MSC civilian employees embarked for short indoctrination cruises, under written orders, will pay for subsistence at the currently prescribed daily rate.

2-7-4 GUESTS

a. Definition. "*Guests*" are civilians indicated below who may occasionally embark in MSC Force ships.

(1) Individuals and groups of individuals for public affairs purposes (*e.g., community service clubs, civilian orientation groups, civilian youth groups, civic groups, media representatives, the Navy League and trade and professional associations*).

(2) Civilian youth groups.

(3) Relatives and personal guests of crewmembers and MILDEPT personnel.

b. Policy. Embarkation of individuals and groups for public affairs purposes is appropriate in furtherance of civilian marine recruiting and the continuing public awareness of MSC and its mission. Embarkation of these guests is permitted so long as it does not require unacceptable adjustments to operating schedules. Due to operational commitments, embarkation of guests on a voyage basis on MPS and APF ships will be permitted only in rare, limited cases.

c. For Family Dependents cruises, the following regulations will apply:

(1) The cruise shall be during daylight hours only.

(2) Weather conditions and forecasts for the length of the cruise shall be favorable.

(3) The ship must depart from and return to the same port except where a port other than the port of origin may be reached during daylight hours of the departure day. If a return cruise to the port of origin is scheduled on a subsequent day, all accommodations and other personal expense in the intermediate port will be the responsibility of the individual sponsors, their dependents or their guests.

(4) Port-to-port cruises will only be scheduled when accommodations and return travel arrangements for guests and dependents have been made in advance of the cruise. In all cases, guest visits authorized are on an unclassified basis and shall be conducted within the framework of regularly scheduled operations. Guests will reimburse the ship for all meal costs at the current prescribed rate. Precautions shall be taken for safety of guests, *i.e.*, child's lifejackets available. Minimum age for embarkation is 8 years of age. Waivers of age limitation will be handled on a case-by-case basis. In event MSC Force ships are ordered to areas of dangerous military operations or to perform classified missions, guests shall be disembarked.

d. Overnight embarkation for tiger cruises are permitted on ships that can provide appropriate accommodations.

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e. Procedures. COMSC is approval authority to authorized embarkation of guests in all ships assigned to MSC. Requests for embarkation of guests as described above will be submitted for approval via the administrative chain of command to the appropriate Area Commander in advance of embarkation date.

f. The practice of allowing guests, as defined in subparagraph a(3) above, to remain onboard USNS vessels overnight while inport is at the Master's discretion but shall be limited to the most unusual circumstances. The Master may establish official visitors hours onboard the vessel.

CHAPTER 2 - OPERATIONS

SECTION 8 – GROUNDING/SALVAGE OPERATIONS

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2-8-1 GROUNDING REPORTING REQUIREMENTS

a. Grounding occurs when a vessel rests on something solid, other than the blocks in a drydock or slipway. When an MSC vessel runs aground, the Master must immediately notify the chain of command, (*i.e., Area Commander, COMSC HQ Staff Duty Officer or Program Manager*) via voice report as soon as possible. A Special Incident Report, OPREP-3 Navy Blue, is the required report for all groundings. A hardcopy message will follow the voice report for all MSC assets. Regardless of the degree of grounding (*soft, hard*), a report must be made. In some instances, a vessel may be able to extricate itself with engines, or using high tide. Any discharges or spills as a result of a grounding must be addressed as well. If a vessel can not extricate itself, it may have to request salvage assistance from the Navy or commercial facilities.

b. USNS Vessels. In the case of grounding, the USNS ship Master will report the incident by Special Incident Report – OPREP-3 Navy Blue via the current Operational Chain of Command (*OPCON*). The report will be submitted in accordance with the OPNAVINST 3100.6G, *Subj: Special Incident Reporting (OPREP-3 Navy Blue) Procedures*. If salvage assistance is required, the Master will also submit a Salvage Report (*SALREPT*) (*see Section 2-8-4*). A Situation Salvage Report (*SITSALREPT*) will be submitted at least every 24 hours or whenever there is a significant change in the vessel’s status. (*See Section 2-8-4 and COMSCINST 5420.2F, Subj: Salvage of MSC Ships.*)

c. Prepositioning Program Vessels. In the case of grounding, the Master will initiate a Special Incident Report – OPREP-3 Navy Blue - if required by contract. If not specifically required in the operating contract, the Master will, at a minimum, contact the cognizant Prepositioning Squadron Commander and/or Area Commander and make a detailed voice report so that an OPREP-3 Navy Blue can be initiated at that level of the chain of command. The report will be submitted in accordance with the OPNAVINST 3100.6G, *Subj: Special Incident Reporting (OPREP-3 Navy Blue) Procedures*. If salvage

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assistance is required, the Master or MSC Squadron Commander will submit a Salvage Report (*SALREPT*) (see Section 2-8-4). A Situation Salvage Report (*SITSALREPT*) will be submitted at least every 24 hours or whenever there is a significant change in the vessel's status. (See Section 2-8-4 and COMSCINST 5420.2F, *Subj: Salvage of MSC Ships.*)

d. Government Owned-Contractor Operated ships. In the case of grounding, the Master will initiate a Special Incident Report – OPREP-3 Navy Blue - if required by contract. If not specifically required in the operating contract, the Master will, at a minimum, contact the cognizant Area Commander or COMSC HQ Staff Duty Officer and make a detailed voice report so that an OPREP-3 Navy Blue can be initiated at that level of the chain of command. The report will be submitted in accordance with the OPNAVINST 3100.6G, *Subj: Special Incident Reporting (OPREP-3 Navy Blue) Procedures*. If salvage assistance is required, the Master will submit, or request via the cognizant Area Commander, assistance in submitting a Salvage Report (*SALREPT*) (see Section 2-8-4). A Situation Salvage Report (*SITSALREPT*) will be submitted, with Area Commander's assistance if necessary, at least every 24 hours or whenever there is a significant change in the vessel's status. (See Section 2-8-4 and COMSCINST 5420.2F, *Subj: Salvage of MSC Ships.*)

e. Non-Government Owned Charter Ships (Spot or Time Charter). In the case of the grounding of a non-government owned chartered vessel whose contract requires OPREP-3 Navy Blue reporting procedures, the Master will notify the appropriate Area Commander or MSC HQ SDO. The Area Commander or MSC HQ SDO will submit the OPREP-3 Navy Blue in accordance with the procedures set forth in OPNAVINST 3100.6G, *Subj: Special Incident Reporting (OPREP-3 Navy Blue) Procedures*. If salvage assistance is required, the Master, contract operator or general agent shall request assistance. (See Sections 2-8-3 and 2-8-4 and COMSCINST 5420.2F, *Subj: Salvage of MSC Ships.*)

f. RRF Ship Activation. When activating, RRF assets fall under MARAD OPCON until accepted by MSC (see Appendix B). In the event that an RRF asset grounds during activation sea trials (*before acceptance by the Program Manager*), MARAD will be the reporting authority. However, due to the high interest in these ships, the Area Commander must be notified as well as MSC HQ SDO to ensure proper follow-on notification of USTRANSCOM. In the event of a grounding of a RRF asset accepted by MSC and under MSC OPCON, procedures of notification for Government owned-contractor operated vessels shall be followed with the Master notifying the appropriate Area Commander or MSC HQ SDO for reporting up the chain of command.

2-8-2 SALVAGE

a. The statutory authority of the Secretary of the Navy to provide salvage services to private vessel and to settle administratively claims arising from such activity is found in 10 United States Code sec 7361 *et seq.* The Supervisor of Salvage's authority to act as the Secretary's designee in these cases appears in 32 Code of Federal Regulations, Parts 754.1 and 754.2.

b. Salvage, in its simplest form, can be described as a service voluntarily rendered in relieving property from an impending peril at sea by those under no legal obligation to do so. Under the law of virtually all nations, one who renders a salvage service is entitled to an award from the salvaged property interests. In practice, most salvage services rendered to commercial ships today are performed under the terms of Lloyd's (*of London*) Standard Form of Salvage Agreement, no cure-no pay (*also known as Lloyd's Open Form or LOF*).

c. The LOF is used by both professional salvors and ships which only render salvage services on an as needed basis. One of the key provisions of the LOF is that if the parties cannot agree to the amount of the salvage award at the time they enter into the contract, the parties will submit the determination of the amount of salvage award to binding arbitration before an arbitrator appointed by the Committee of Lloyd's. Determinations by the Lloyd's arbitrator and/or the courts will be used for the amount of salvage award for successful salvage services rendered. Generally, the amount of a salvage award is set at a level high enough to encourage mariners to render salvage assistance. In order to avoid liability for high salvage awards, it is desirable to arrange for appropriate fixed-price services (*e.g., towing*) in lieu of salvage services whenever possible. Circumstances may not permit this approach, however, and the safety of MSC Force ships is paramount.

d. COMSCINST 5420.2F, *Subj: Salvage of MSC Ships*, establishes policy and the responsibilities of the COMSC Salvage Board, COMSC Salvage Team, MSC Area Commanders and Masters of MSC Force ships. In the case of CIVMAR manned USNS ships, policies and procedures are also included in COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*.

2-8-3 NAVY SALVAGE SERVICES

a. U. S. Navy salvage ships, equipment and facilities are maintained on a worldwide basis primarily to serve the United States Fleet (*USS, USNS, RRF and NDRF*). However, under certain circumstances these facilities also are available to (1) privately-owned or operated to MSC Force ships (*i.e., contract-operated voyage-chartered ships and contract/general agent operated RRF ships*), (2) merchant ships in general and (3) ships carrying government cargoes under a shipping contract/agreement.

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b. Generally Navy salvage services will be made available on a commercial shipowner's assurance that he has used due diligence to obtain the services of a private salvor and that such services were either not reasonably available or considered inadequate.

c. Where Navy salvage services are furnished to commercial vessels, per diem rates are charged to compensate the Navy for the use of its salvage ship, operating crew and towing hawser. If, as in a stranding, special salvage equipment such as beach gear, pumps, compressors, etc., are required, an additional per diem rental charge may be made for the use of such equipment. Materials consumed and equipment damaged, lost or destroyed are billed at replacement cost.

NOTE: *USNS and RRF ships are not billed at the per diem rate. They are charged only for out-of-pocket costs including fuel, water, lube oil and materials or equipment lost, damaged or expended.*

d. Billing of Navy salvage claims on a per diem basis is solely a matter of administrative policy and convenience and is not to be construed as a waiver or surrender of the legal right to claim on a salvage bonus basis in any particular case. Where a per diem billing is rendered, it is with the express understanding that it will be paid promptly and in full. Until payment is received all rights are reserved including the right to withdraw the per diem billing without notice and assert claim on a bonus basis.

e. Per diem charges normally commence when the Navy salvage ship leaves her berth (*or is diverted from her current mission*) and terminates when she returns to her berth or resumes her prior voyage at the approximate point of diversion. The charges are independent of the values involved or the ultimate success or failure of the salvage operation.

f. To encourage prompt requests for assistance, an exception to the above method of billing is made in cases where a commercial vessel carrying a substantial amount of uninsured government cargo in such areas as the mid-Pacific, where only the Navy maintains Navy assets for major salvage operations, and the commercial shipowner complies with paragraphs. 2-8-3a through d, the shipowner may not be charged salvage per diem unless the Navy salvage ship actually reaches and assists the distressed vessel.

g. The above referenced authority does not obligate the Navy to maintain salvage facilities in excess of its own needs or to render salvage assistance to private shipping upon demand. It is the policy of the Navy, however, to assist in the salvage of commercial ships when such assistance is requested where Navy facilities are available and where adequate privately-owned salvage services do not exist or are unavailable or inadequate.

2-8-4 ARRANGING SALVAGE SERVICES

a. Chartered Ships. While SUPSALV direct or contract salvage services may be available to chartered vessels, responsibility for arranging salvage services for chartered ships is borne to the shipowner or operator. While there is no objection to the Masters of such ships signing LOFs, the Masters, shipowners and operators should be aware that they have no authority to bind the U. S. Government, as cargo owner, to submit to arbitration.

b. USNS and RRF Ships. If time and the circumstances permit, salvage services Masters should request such services in accordance with COMSCINST 2000.2 (*message format instructions follow in subparagraphs (1) through (5)*). In the event that commercial salvage services are required after compliance with paragraphs 2-8-1 through 2-8-4 (i.e., SUPSALV direct or contract services are not available), the preference is to make arrangements for such services on a per diem basis. In the event that the services are only available under LOF, Masters may not bind the Government to binding arbitration. Nothing in this instructional guidance should not be construed as prohibiting the Master from asserting his responsibility for the ship and making an immediate and direct request for commercial salvage services when warranted, or such other emergency action as deemed necessary.

(1) The Master, contract-operator or general agent shall request assistance from the appropriate U. S. Navy commander indicated in paragraph (2) below. The U. S. Navy commander will provide such assistance if available. COMSC WASHINGTON DC, CNO WASHINGTON DC, COMNAVSEASYS COM WASHINGTON DC, the cognizant FLTCINC, Numbered Fleet Commander, Sealift Operational Task Group Commander/ MSC Area Commander and Surface Force Commander (*COMNAVSURFLANT NORFOLK VA or COMNAVSURFPAC SAN DIEGO CA*), shall be information addressees on the message request. (*This message request/Salvage Report (SALREPT) is in addition to the casualty/special incident report and is assigned Report Control Symbol MSC 4740-3. For identification, the first word of the report shall be "SALREPT."*) Normally, SALREPTs are unclassified but the FLTCINC or COMSC will direct higher classification if required. Message requests should be made by SALREPT and the initial message shall contain as much of the following information as is immediately available and applicable.

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ALPHA	Location
BRAVO	Weather conditions
CHARLIE	Sea conditions
DELTA	Nature of casualty - Include sufficient information on cause and nature of casualty and action being taken by crewmembers
ECHO	Assistance required
FOXTROT	Other details, e.g., description of ship, tonnage, type, number of cargo holds, length and beam
Note: If grounded and salvage or towing may be involved, add:	
GOLF	Draft forward and aft before stranding
HOTEL	Draft forward and aft after stranding at high water
INDIA	Range of tide and time of next high tide
JULIET	Cargo or ballast on ship by tanks. Character and tonnage of government-owned cargo
KILO	Bunkers on ship by tanks
LIMA	Fresh water on ship by tanks
MIKE	Type of bottom and nature of grounding (<i>hard aground, etc.</i>)
NOVEMBER	Hull damage (<i>condition watertight bulkheads, list flooded compartments or tanks, ruptured strength members, etc.</i>)
OSCAR	Status of main and auxiliary machinery, shafting propeller(s), rudder(s), deck winches and power of deck winches (<i>steam or electric</i>)

(2) Message Addressees. The action addressee is the Navy commander as determined by the geographical location of the ship, as indicated below:

ADDRESS REQUEST TO	WHEN SHIP IS
Commander Naval Forces Marianas (COMNAVMARIANAS GU)	in Marianas and Caroline Island waters
USDAO MANILA RP	in Philippines or Malayan areas
Commander Naval Forces Japan (COMNAVFORJAPAN YOKOSUKA JA)	in Japan area
Commander Naval Forces Korea (COMNAVFORKOREA SEOUL KOR)	in Korea area
Commander in Chief, U. S. Pacific Fleet (CINCPACFLT PEARL HARBOR HI)	in Pacific areas not covered above
Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT NORFOLK VA)	in Atlantic Ocean
Commander Sixth Fleet (COMSIXTHFLT)	in Mediterranean, Northern Atlantic, Black Sea and Africa
Commander U. S. Naval Forces Central Command (COMUSNAVCENT BAHRAIN)	in Middle East

(3) Situation Reports. Masters shall make situation reports in the same format as the salvage report at least once every 24 hours or whenever any important change occurs in the information previously reported. The first word of this message shall be "SITSALREPT." Message classification will be as the original report or as directed.

(4) Navy Salvage Services Unavailable. The Naval Sea Systems Command, Director of Ocean Engineering (*SEA OOC*), (*previous title the Supervisor of Salvage*) has contracts in force for selected geographic areas to provide commercial salvage services for the Navy Operating Forces, including MSC Force ships. When Navy salvage services or facilities are unavailable or inadequate, and a contract-operated USNS or RRF government-owned ship is in an area readily served by the firms under Navy contract COMSC will advise the contract operator or general agent and request COMNAVSEASYS COM to provide these commercial salvage services. If in an area not served by these companies, COMSC shall also advise the contract-operator or general agent. In the meantime, the contract-operator or general agent shall take such direct action as required by the circumstances keeping COMSC fully informed.

(5) Commercial Arrangements (MSC Force Ships only). Upon receipt of a request to an U.S. Navy command for naval assistance and when considered appropriate, COMSC will notify a commercial contract salvage facility as to the nature of possible assistance required. In the case of grounding, COMSC may also order the ship salvage team to the scene of distress to serve in an advisory or liaison capacity or to supervise salvage operations if circumstances so dictate; the latest edition of COMSCINST 5420.2F, *Subj: Salvage of MSC Ships*, pertains.

2-8-5 RENDERING SALVAGE ASSISTANCE

a. Initial and Situation (SITREP) Message Reports. When an MSC Force ship is involved in rendering salvage or distress assistance to a U. S. or foreign, public or privately-owned ship or aircraft, other than a ship of the Operating Forces of the U. S. Navy, an initial message report will be transmitted immediately to COMSC WASHINGTON DC and CINCLANTFLT NORFOLK VA or CINCPACFLT PEARL HARBOR HI as applicable, with a copy to COMNAVSEASYS COM WASHINGTON DC. The message will state the name of the ship assisted, her position, owner and home port. A salvage SITREP shall be sent at least daily, stating the general situation and reporting work already accomplished, in progress and anticipated, as necessary, to the success of the venture. All salvage SITREPS should be addressed as in the initial message report.

b. Post Salvage Letter Report

(1) All salvage rendering operations involving any commercial or private aircraft; any merchant ships, U. S. or foreign flag; any foreign flag warship or public vessel, shall be followed by a detailed written report. Masters shall submit these letter reports promptly to the MSC representative at the first port of call. The MSC representative and/or the contract-operator's port engineer or port captain shall prepare copies for distribution to COMSC, the FLTCINC and the local Naval Commander. These reports shall contain:

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(a) The source and substance of the request for assistance, with a copy of any written request attached.

(b) A detailed chronological narrative account of the salvage operation, giving in addition to a description of what was done, all facts concerning any dangers to which the distressed ship would have been subjected if the services had not been rendered - such as a description of how the casualty occurred and under what circumstances the assistance was first rendered, the extent to which the ship was disabled, etc. Photographs and illustrative sketches should be included whenever possible.

(c) Time and point of departure and time and point of return for each ship assisting in the salvage operation.

(d) Copies of all messages sent or received during the operation, from receipt of orders to proceed or divert to assist, until the salvaged vessel is delivered to her owners and the salving ship returned to station or original course. *(Messages which were addressed, either action or info, to the Supervisor of Salvage may be omitted, provided a complete listing of date time group (DTG), originator and subject line is given; all other messages should be enclosed.)*

(e) Name of ship assisted, her home port, principal dimensions and official number; include photos if possible. Include a general description of the ship and cargo and a detailed description of any IMDG cargo.

(f) The name and address of the assisted ship's owner, operator and managing agent.

(g) Fuel, lube oil and water consumed by the assisting ship(s) during time period covered in paragraph (c), and the cost thereof.

(h) The name, rank or rating and social security number *(or the license, Z number or book number, if civilian)* of each officer and crewmember of the salving ship(s), indicating in addition each individual who boarded the salvaged ship.

(i) The individual daily pay of each officer and crewmember listed in paragraph (h), and the collective total cost of their subsistence. Include military or civilian personnel on TAD or supernumerary to crew.

(j) Materials lost, damaged or expended, with stock numbers, description and replacement cost.

(k) Any special equipment used such as pumps, compressors, welding equipment, beach gear, etc., with notation showing the period of such use. This should include gear carried in the onboard allowance or portable salvage machinery, as well as gear obtained from other sources.

(l) A statement of the number of dives and the general nature thereof. Also see paragraph 2-8-5b(1)(e).

(m) Records, including shipping marks, of any cargo removed incident to salvage, explaining whether the cargo was removed to save the cargo or as a step in refloating the hull. Include photos if possible.

(n) Information on the presence or absence of uninsured U. S. Government-owned cargo carried by the assisted ship, and the nature, approximate tonnage and/or value thereof, and the agency or governmental department owning the property.

(o) A clear explanation of any circumstances under which personnel and equipment of MSC were employed with or in place of the Coast Guard in Air/Sea Rescue Operations. Include a description of the services so performed.

(p) Recommendations of the endorsing authorities and any other information which will facilitate decision as to whether charges should be waived in a particular case.

(2) Post Salvage Report involving U. S. Navy ships and aircraft may be abbreviated, since there will be no claims in these cases. Information in paragraphs (1)(a), (b), (e), (j), (l), (m) and (o) only are required. Copies of all messages need not be included; however, significant ones should be accurately referenced.

(3) In the case of salvage work performed on U. S. public vessels or aircraft for government departments and agencies other than the Navy, the Post Salvage Report also may be abbreviated. All information required in paragraph (1) should be included except items (c), (h), (i) and (n).

(4) In general, post salvage reports should not include critiques or recommendations concerning salvage equipment or procedures. Such reports are used frequently in settlement negotiations or in litigation where commercial interests are involved. It is therefore preferred that any comments or recommendations be made the subject of separate correspondence for Navy use only, especially that of a critical nature. It is particularly

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desired that such separate correspondence contain comments and/or recommendations pertaining to safety considerations. Such separate comments and recommendations should include excerpts from the chronological narrative describing the situation and the safety measures taken to offset the dangerous procedures and recommendations for preventing the recurrence of dangerous situations.

2-8-6 CHRONOLOGICAL LOG

While receiving or rendering salvage assistance, the Master shall maintain a chronological log of all significant events. This will ensure that accurate documentation of all significant events is available during and after the salvage operations.

CHAPTER 2 - OPERATIONS

**SECTION 9 - HAZARDOUS AND DESTRUCTIVE WEATHER
POLICIES AND PROCEDURES**

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Definitions	2-9-3
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2-9-1 BACKGROUND

The original COMSCINST 3141.1 (*Environmental Reports and Services*) was canceled by inclusion of heavy weather guidance in the MSC Standard Operating Manual (*COMSCINST 3121.9*) in May 1988. However, recent exercises and events have demonstrated the need for a clarification of responsibilities between MSC Program Management, Functional Directors and Area Commanders during destructive weather conditions. Consequently, the information contained in the canceled COMSCINST 3141.1 is re-instituted as this section.

2-9-2 SCOPE

This section provides long term policies and program specific procedures for the protection against loss or damage of government resources, property and personnel under the cognizance of MSC in the event of potentially hazardous or destructive weather.

2-9-3 DEFINITIONS

a. Thunderstorms. Small scale storms accompanied by lightening, thunder and extremely strong winds with gusts to 30 knots or more. Severe downbursts, sudden wind shifts, extreme turbulence and wind shear are often associated with thunderstorm activity. Torrential rainfall and visibility near zero may also occur.

b. Tropical Cyclones. Tropical cyclones are systems of cyclonically rotating winds characterized by a rapid decrease in pressure and increase in winds toward the center of the storm. The four stages of intensity associated with tropical cyclones include:

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Cyclone Stage	Cyclone Intensity
Tropical Depression	winds 33 knots or less (38 mph)
Tropical Storm	winds 34 to 63 knots (39-73 mph)
Hurricane/Typhoon	winds greater than 64 knots (74 mph)
Super Typhoon	winds greater than 130 knots (150 mph)

Saffir-Simpson Hurricane Scale	Hurricane Intensity
Category 1	winds 65-82 knots (74-95 mph)
Category 2	winds 83-95 knots (96-110 mph)
Category 3	winds 96-113 knots (131-155 mph)
Category 4	winds 114-135 knots (131-155 mph)
Category 5	winds greater than 135 knots (155 mph)

Most tropical cyclones are seasonal phenomena, forming during the warmer seasons over warm tropical waters and often moving into the mid-latitudes. Damage from tropical cyclones is caused by strong winds, high seas, flooding from heavy rains and high storm surge along coastal regions.

c. Conditions of Readiness. The following common and generic conditions of readiness are defined:

Tropical Cyclone, Subtropical or Extra-Tropical Wind Storms <i>(Issued using tropical depression, tropical storm, or tropical cyclone to indicate force of destructive winds)</i>	
CONDITION IV	Trend indicates a possible threat of destructive winds of the force indicated within 72 hours. Review hazardous and destructive weather implementation plans as established by local regulations.
CONDITION III	Destructive winds of the force indicated are possible within 48 hours. Take preliminary precautions.
CONDITION II	Destructive winds of the force indicated are anticipated with 24 hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice.
CONDITION I	Destructive winds of the force indicated are occurring or anticipated within 12 hours. Take final precautions as prescribed.

Small Area Storms	Thunderstorm Conditions
CONDITION II	Destructive winds accompanying the storm are expected in the general area within 6 hours. Associated lightning/thunder, torrential rain, hail, severe downburst and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice.
CONDITION I	Destructive winds accompanying the phenomena indicated are imminent or are occurring. Associated lightning/thunder, torrential rain, hail, severe downbursts and sudden wind shifts are possible. Take immediate safety precautions and shelter.

2-9-4 RESPONSIBILITIES

a. Vessel Master. The vessel Master is ultimately responsible for the ship, crew and cargo. At the onset of each voyage, the Master should request Optimal Track Ship Routing (*OTSR*) advisement from the local Naval Meteorological and Oceanographic Center in accordance with NAVMETOCCOMINST 3140.1K, *Subj: United States Navy Meteorological and Oceanographic Support System Manual*. If OTSR recommends a divert course due to heavy weather, and the Master in his own best judgment determines the divert to be in error, unnecessary, or avoidable, advisory action must be taken. Specifically, the Master is obligated to immediately respond to the OTSR recommendation, and inform the operational and administrative chain of command with a detailed rationale for the deviation and intended course of action. MSC Headquarters (*N3/5*), applicable Program Manager and Area Commander shall be kept informed of all OTSR deviations.

b. Shore Commands. MSC shore commands exercising OPCON of MSC vessels, vessel masters and shipyard supervisory staff shall use all available weather information in order to be continuously aware of, and prepared for, destructive weather. Additionally, Area Commanders (*in coordination with Program Managers*) shall take prompt and effective action to avoid potentially hazardous conditions in order to minimize damage to personnel, vessels and equipment. Area Commanders will, when alerted by Naval Oceanographic or other sources, execute the local heavy weather action plans within their area of responsibility and inform COMSC Command Center of actions taken. As a matter of policy, Area Commanders are authorized use of all available MSC resources to include Program Manager designated resources, to safeguard MSC assets within their geographic area of responsibility. COMSC *N3/5* and Program Managers should be kept fully informed of all actions directed or taken in preparation for destructive weather.

c. Program Managers. In the course of destructive weather, Program Managers will endeavor to maintain early and continued contact with the Area Commanders to ensure that effective timely action is taken and that a return to normal operations is done in an expeditious manner.

2-9-5 SEVERE WEATHER GUIDANCE

a. MSC is responsible for a variety of ships in different states of readiness. Every ship must have a heavy weather plan which addresses their normal state of readiness. General guidance on actions to be taken to prepare for the onset of heavy weather is stated below.

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(1) Ships underway. Follow recommendations of OTSR and the Operational Commander. Area Commanders will keep COMSC N3/5 and the Program Manager apprised of storm evasion intentions of impacted ships.

(2) Ships inport and able to sortie. MSC vessels inport should follow the guidance of SOPA if designated. In ports with no SOPA, follow OTSR guidance and the direction of the Operational Commander. The Operational Commander will assign safe havens or initiate sortie actions in accordance with local SOPA guidance. Area Commanders shall inform COMSC and the cognizant Program Manager of ship routing and other actions taken in response to hazardous weather. Logistics support for heavy weather response is coordinated between the Operational Commander and the ship's Master. During the hurricane season, June 01 through November 30, vessels should ensure that a request to disable machinery is submitted to their Operational Commander and port SOPA; info to their Area Commander, COMSC N3/5 and Program Manager; when conducting maintenance which will affect the main propulsion plant for more than 24 hours. Vessels in ROS status, but able to sail shall, when directed, augment crew to at least meet USCG minimum manning requirement and sortie. Due to the location of the FSS, in New Orleans and Baltimore, additional advance notification will be required to get the FSS underway due to lengthy transits from layberths to open waters. MSCSURGEDETNOINST 3006.1C provides notification time tables.

(3) Ships inport and unable to sortie. Vessels unable to get underway due to being in a reduced operating status or disabled due to maintenance should prepare for heavy weather (*extra storm lines, anchor under foot, secure for sea, etc.*). Area Commands should have contracts for standby tugs and cranes if needed for towing, holding ships alongside and/or removal of brow and hotel service lines. Vessels in an exposed location and unable to make RFS shall take action as determined by the Area Commander. For vessels under construction, CIVMOD, or in a shipyard availability, the shipyard is responsible for the monitoring, planning and implementation of responses to heavy weather conditions until ship acceptance/redelivery. MSC does not have responsibility for safekeeping of ships in shipyard custody, including during any underway trial periods.

2-9-6 OPERATIONAL CONTROL OF SORTIED VESSELS

a. All Vessels except PM5 Voyage Charter Vessels. In the event of a hazardous weather sortie from port, MSC vessels that are able to sail will, when directed, shift OPCON to a designated sortie commander. As a general rule, NFAF and other vessels that normally sail as part of a Battle Group will sortie with regular Navy Battle Groups as

designated by the sortie Commander. Vessels that do not generally operate with a Battle Group and/or require independent steaming will sortie independently under the OPCON of the Area Commander with OTSR support. Ships unable to sortie will shelter in safe havens under the Area Commander's OPCON.

b. PM5 Vessels - Voyage charter. Voyage-chartered PM5 vessels do not regularly receive storm tracking information from U. S. Navy sources. These vessels shall routinely be identified, tracked and their positions passed to OTSR by the Area Commander. If a vessel requires diversion, this recommendation shall be passed to MSCHQ by or via the Area Commander. A PM5 or designated contract representative shall coordinate with the vessel's operating company to determine its proper course of action. Ultimate responsibility for accepting or rejecting recommendation will lie with the vessel Master and operating company.

CHAPTER 2 - OPERATIONS

SECTION 10 - COLD WEATHER OPERATIONS

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Example of Cold Weather Operations Bill	2-10-4
Underway Replenishment (UNREP).....	2-10-5

2-10-1 GENERAL

a. MSC Force ships may be required to perform their assigned mission in areas of cold weather. It is not envisioned that non-ice strengthened MSC Force ships would normally operate in areas where there is danger of ice. However, the critical nature of sealift missions in a crisis or contingency may require that ships operate in areas of ice, and Masters of MSC Force ships will be prepared for such situations. Cold weather operations place different and difficult demands on the ships and crews, and MSC Force ships must be prepared to meet these demands so that ship operations are not impeded.

b. This section sets forth cold weather policies, procedures and responsibilities which are applicable to all MSC Force ships and to MSC activities and other persons or activities actively connected with the administration and operation of MSC Force ships.

c. Allied Tactical Publication (ATP) 17 - Naval Arctic Manual is the official Navy publication which deals with Arctic and cold weather operations. It is an excellent guide to prepare ships and crews for cold weather operations and should be referred to frequently. Each MSC Force ship is to have a copy of this manual aboard.

d. Other Cold Weather References

- (1) American Practical Navigator (*BOWDITCH*) Chapters 25 and 26.
- (2) Polar Operations by Capt. L.A. MacDonald.
- (3) NAVSHIPS Technical Manual, Chapter 262 (*Cold Weather Lubricants and Fluids*).
- (4) OPNAV P-03C-01-89 (*U.S. Navy Cold Weather Handbook for Surface Ships*).

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e. Article 2-10-3 provides planning considerations for the development of a ship's Cold Weather Operations Plan (CWOP). Article 2-10-4 provides an example of a Cold Weather Operations Bill which MSC Force ship Masters can use in developing a bill for their ship. Article 2-10-5 provides additional guidance for underway replenishment (UNREP) operations in cold weather.

2-10-2 RESPONSIBILITIES

a. Masters. Masters of all MSC Force ships are required to maintain their ships in a state of continued readiness for cold weather operations. This will require a general survey of each ship to determine the requirements and/or unique ship and installed equipment characteristics and crew requirements which must be provided for in order for them to operate effectively in cold weather. From this survey and the use of this section and other referenced material, each Master will develop a CWOP. This plan, as a minimum, will consist of:

(1) a list of stores and special equipment to be ordered prior to commencing cold weather operations,

(2) a training plan to familiarize the officers and crew with cold weather operations and

(3) a Cold Weather Operations Bill. (*Use Article 2-10-4 as a guide.*)

b. MSC Program Managers. MSC Program Managers will assist Masters in developing their CWOP. The CWOP will be reviewed during command inspections of CIVMAR manned USNS ships and be a review item for contract-operated USNS, GAA/contract-operated RRF and chartered ships. MSC Program Managers will be prepared to provide the necessary training, stores, material and ship alterations for CIVMAR manned USNS ships. Requirements for chartered ships and contract-operated USNS ships will be negotiated by COMSC.

2-10-3 PLANNING CONSIDERATIONS

Prior to entering areas of cold weather, plans must be made to adequately prepare the ship and its crew. The majority of these preparations are common sense but they must be made well in advance. The time to order cold weather lubricants is not when the winches start to freeze up. The following guidelines augment those provided in ATP 17.

a. Weather Decks. The accumulation of topside ice adds considerable weight to a ship thus reducing stability and reserve buoyancy. It also interferes with, and could prevent, cargo loading and discharging.

(1) Plan to remove ice accumulation by chipping, steam jets, steam lances, heated salt water under pressure, forced air heaters or rock salt.

(2) Make plans to install low pressure steam connection points topside and to provide low pressure steam hoses.

(3) Make plans to provide shovels, scrapers, brushes, baseball bats, mallets, poles, de-icing sprays (*for locks and hinges*) and make provisions to order store and use this equipment.

(4) Ice build up on antennas and cables should be anticipated and its removal planned for.

(5) Blow out any condensation in deck air lines, drain and secure.

b. Exposed Machinery

(1) Review manufacturer's operating instructions for all machinery to determine the cold weather operating requirements to include need for low temperature greases, lubricants, glycol solutions, batteries and hydraulic fluids. Crankcase and sump heaters may be required.

(2) Polyurethane foam can be sprayed over deck equipment to allow easier ice removal.

(3) Ensure all drains (*steam, deck, etc.*) are checked for proper operation and adequacy.

(4) Provide small portable hydraulic jacks (*especially for RO/ROs*) to crack ice on doors and ramps before engaging ships hydraulic systems.

(5) Lubricate, test operate and place covers over exposed winches/windlasses/valves and keep cargo runners free of ice.

(6) Back flush engine intake lines to prevent ice blockage and low suction in slush.

c. Below Deck Systems

(1) Heating and Cooling Systems. Identify unheated or inadequately heated spaces.

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- (a) Lines through unheated spaces should be insulated.
 - (b) Portable items subject to freezing should be moved to heated spaces.
 - (c) Portable heaters should be procured and tested. Adequate power for these heaters should be assured before use. Portable heaters should not be wired to circuits feeding vital electronic equipment.
 - (d) Add insulation to heated spaces exhibiting condensation.
 - (e) Maintain slight positive pressure in accommodation space heating to reduce or prevent drafts.
 - (f) Repair and/or adjust weather doors to reduce or eliminate leaks.
 - (g) Restrict ventilation intake to that which is necessary for proper machinery operation.
- (2) Sea Chest. Prevent ice blockage of the sea chest.
- (a) Test air blown down, ensure it is in operating condition.
 - (b) Provide heat to sea chest by routing jacket water cooler discharge to sea chest.
 - (c) Monitor salt water system for indications of "*starving*" due to ice blockage.
- (3) Lube Oil. Ensure lube oil used is adequate for conditions expected. Utilize sump heaters where required/installed.
- (4) Bow Thruster. Test operate periodically. Maintain adequate hydraulic oil temperature.
- (5) Electrical Equipment
- (a) Winterize batteries. Where possible, store batteries in heated spaces.
 - (b) Test operate battery charger.
 - (c) Maintain spare charged batteries (*rescue boat, etc.*).

- (d) Winterize electronic gear in accordance with manufacturers recommendations.
 - (e) Check anti-freeze in emergency diesel generator.
 - (f) Winterize switches, controls and connections in unheated spaces or on deck.
- d. Load Lines. Winter load lines should be clearly visible.
- e. Lifeboats
- (1) Install covered lifeboats and equip with cold weather survival gear.
 - (2) Issue exposure suites to all personnel.
 - (3) Ensure cold weather operation of motors/engines and other equipment such as CO₂ cylinders for life rafts. Auxiliary heaters such as block and battery heaters may be required.
 - (4) Protect hydrostatic releases of inflatable life rafts by fitting polyethylene sleeves over them.
- f. Navigation
- (1) Navigation light bulb spares should be doubled.
 - (2) Review arctic and ice navigation instruction/manuals to ensure currency and adequacy.
- g. Additional Heating
- (1) Heated bridge windows may be required. Consider installing thermally heated bridge windows (*90 watts/ft²*) including clear view screens and alcohol spray if needed.
 - (2) Consider installing thermal tapes around doors, electric motors, exposed SW/FW lines and winches. Extra insulation may also be required.
 - (3) Portable electric heaters for on deck M&R work and heat guns for localized heating on deck should be considered. Extra electrical connections and extension cords may be required.

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(4) Review adequacy of heat in living spaces, machinery spaces (*especially engine rooms on diesel ships*), deep tanks, fuel tanks and store rooms. Upgrade heating to prevent freezing of pipes, equipment and stores as required. Double entry doors to living spaces should be considered (*creates pocket of still air*).

(5) Check steam supply to all sea chests. Provide heating coils or steam pipes in sea water intakes to prevent ingestion of ice particles.

(6) If gasoline heaters such as Herman-Nelsons are used, provide for on-deck gasoline storage on dump racks.

h. Fire Equipment

(1) Outside firemain should be dry and all drain points checked to ensure proper operation.

(2) Protect foam and soda-acid fire extinguishers from freezing.

(3) Only dry hoses should be kept in topside racks. All purpose nozzles and applicators should also be kept dry.

i. Protective Clothing

(1) Ensure crewmembers have sufficient clothing to protect them from cold and wet conditions. As a guide, USNS ship allowance issue include: parka and liner, jacket, overalls, trousers, insulated boots, gloves with inserts, face masks, thermal underwear, socks, mittens and sunglasses. These items of clothing give protection from both cold and wet weather. Additional laundry and drying areas may be required.

(2) Remember the COLD formula for staying warm (*clean, overlapping layers, loose, dry*).

j. Crew Preparation. Prior to deployment for cold weather operations, provide crew orientation/training in:

(1) Cold weather terminology.

(2) Hypothermia, first aid, survival, frostbite.

(3) Effect of low temperature on material.

(4) Need for safety, not speed, in cargo operations.

- (5) Damage control equipment care.
 - (a) Cut out firemain risers to weather decks and draining plugs.
 - (b) Proper stowage of hose and nozzles.
 - (c) Stowage and operation of firefighting equipment.
- (6) Servicing and operating exposed deck machinery and equipment.
- (7) Care and operation of piping systems, tanks and related equipment.
- (8) Operating considerations of main propulsion and auxiliary machinery.
- (9) Operation and care of ventilation and heating systems.
- (10) Operation of radar equipment.
- (11) De-icing and snow removal.
- (12) General ships winterization.
- (13) Basic seamanship including:
 - (a) maneuvering in ice
 - (b) operating in fog
 - (c) operating with an ice breaker
 - (d) ice mooring
 - (e) boat operations
 - (f) navigation (*dead reckoning in ice, magnetic compass limitations, shooting sun lines for summer celestial navigation, etc.*)

k. Medical

(1) The MSO or MDR onboard shall review current information on preventing and treating cold weather injuries such as frostbite, snow blindness and hypothermia. Ensure that the ship has adequate medical supplies to treat these injuries.

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(2) Ensure all crewmembers receive first aid training to include artificial respiration, cardiopulmonary resuscitation (*CPR*) (if a qualified instructor is available), detection and treatment of cold weather injuries and "*mammalian diving response*" for drowning casualties.

(3) The Navy Submarine Medical Research Laboratory Publication "*Hypothermia*" will be forwarded to addressees under separate cover. This document should be utilized as the reference for treatment of cold weather injuries as well as the source for orientation lectures.

(4) Meals should be nutritious and high in caloric content to provide energy and strength for extended periods of exertion in cold weather.

1. Ice Operations. Normally unreinforced ships should not attempt to negotiate ice thickness greater than 3/10 inches and reinforced ships should not attempt to negotiate ice thickness greater than 6/10 inches without assistance from an icebreaker. However, operational requirements may override this consideration. Therefore:

(1) Provide additional damage control equipment to include shoring, packing quick-dry cement, portable welding equipment, ice anchors and perhaps, explosives.

(2) Install ice-breaking convoy lights.

(3) Provide shelters/enclosed cubicles with portable heaters for forward/bow lookouts. Have searchlights for looking for ice.

(4) Long range planning considerations (*for MSC's USNS overhauls or time charter Request for Proposal (RFP)*).

(a) Investigate installing ice-strengthening, special tailshafts, special rudder stops and ensure propellers are made only of bronze or alloy steel.

(b) Plan to fit metal guards to protect propellers and rudder stocks.

m. Operating Procedures

(1) Leave navigation lights on 24 hours per day.

(2) Leave radar antenna turning 24 hours per day.

(3) Make frequent wind speed and temperature readings to determine likelihood or rate of salt water ocean spray freezing.

(4) When at anchor have deck watch keep anchor detachable link ice free in case of ship emergency.

(5) When at pier, have deck watches run winches and crack ice off lines at frequent intervals.

(6) Issue special cargo/ventilation instructions to prevent "water/sweat" damage when moving from a warm to cold climate.

(7) Run/test lifeboat engines more frequently than usual.

(8) Maintain constant watch of sea temperature (*sometimes small bergs do not show on radar but a drop in sea temperature may indicate their nearby presence*).

(9) Train watch officers in ice safety matters (*e.g., learn to recognize "ice blink or ice glare" and stay to windward of bergs*).

(10) Expect more maneuvering requirements and thus arrange to have the engine room on "standby" for longer than the normally expected period of time.

(11) Be prepared for the longer periods of fog which are usually associated with higher latitude cold fronts.

(12) Ensure all fire lines on deck are drained.

(13) Men working topside should be properly dressed, wearing lifejackets and safety harnesses at all times and working in teams of at least two.

(14) Assign deck watch to keep deck machinery heated and/or covered to ensure operational readiness. Periodic operating of winches, booms, etc. may be required.

(15) Ensure that weather publications have been reviewed for basic information pertaining to winter storms. Use Optimum Track Ship Routing (*OTSR*) and enroute weather forecasts (*WEAX*) as appropriate. Monitor weather sending stations (*radio aids to navigation (Beacons)*) which broadcast actual conditions so that checks can be made of actual conditions versus forecasts.

(16) Rig additional life and safety lines for protection of personnel.

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n. Ice Detection by Radar

(1) Radar performance in ice detection varies with the hardness of the ice or its state of deterioration. Generally, new ice is easier to detect than old ice. Growler and brash (*products of ice deterioration*) are the most difficult to detect with a maximum range of 6,000 yards, decreasing as the seas increase. Radar is almost useless against low lying brash or growlers.

(2) The above water cross sectional area of ice is the major factor in determining its detectability by radar. Large ice fields may be picked up at over 8,000 yards but may be mistaken for sea return on the scope. Pack ice may not give a sharp outline beyond 4,000 yards.

(3) Large icebergs (*230 feet*) can be detected up to 28 miles, a smaller iceberg (*90 feet*) at about 18 miles, *while large growlers may not be detected even in calm seas at 1 mile*. On a radar scope, the iceberg presentation shows a shadow behind the iceberg because the radar pulses are stopped by heavy ice masses.

(4) Ice will appear as a poor video signal. It will not be seen each sweep and will appear as a weak signal if detected at all.

(5) Snow storms can reduce effective radar ranges up to 90 percent.

(6) Detection of ships and boats is difficult in areas of icebergs or considerable ice.

(7) Radar components are subject to cold and damp conditions. Sudden changes in weather have a pronounced effect and ice may suddenly appear ahead without warning. Foggy and snow periods sometimes decrease ranges but at other times *ducting* may exist which will provide exceptionally long ranges and possibly produce shadow zones where radar waves skip over the intermediate ranges. Radar antennas are very vulnerable to damage by ice and a heavy coating of ice will alter electrical characteristics. Condensation inside of wave guides causes considerable loss of power and also causes arcing, resulting in permanent damage.

o. Lookouts and Visual Ice Detection

(1) The most effective method of detecting ice is by alert, frequently rotated lookouts. In low visibility early detection of consolidated pack ice is almost impossible.

(2) The distance at which a lookout can sight an iceberg varies with the state of visibility, height of eye and height of the iceberg. A lookout stationed 70 feet above the water could sight a large berg 18 miles in clear weather, with low lying haze on the horizon spot the top at 9 to 11 miles, in light fog or drizzling rain at 1 to 3 miles, and in dense fog about 100 yards. In light fog, the lookout is best positioned aloft; in dense fog, a position on the bow is best. On a clear, starlit night, a berg may not be sighted beyond 1/4 mile. This may be increased to 1 mile with binoculars if a bearing is known (*the occasional spots of light seen as the swells break against it*). On a bright moonlit night, a berg may be seen up to 3 miles.

(3) The most common method of early ice detection is the sighting of "iceblink." This phenomena is caused by the reflection of ice on lower clouds. If this reflected light is diffused by haze or water particles in the lower atmosphere, iceblink appears as a white patch on the clouds or as a brilliant strip on the horizon. Other factors indicating a presence of ice are calming sea conditions and an increase in fog.

(4) Whitecaps and low ice are often indistinguishable and highlight the need for alert lookouts.

p. Icing of Ship. Ships officers should periodically check for icing when operating in cold weather. Remember that icing will normally not be symmetrical to the center line of the ship and will affect stability. Plan in advance the areas of the ship to be protected from icing. For example, on T-AGOS ships these include the array winch, array tending area, decks, superstructures, antennas and bridge and winch house windows. Ice accretion is influenced by the following factors:

(1) Icing rate generally increases for stronger wind speeds and lower temperatures.

(2) Icing is rare when the sea surface temperature is above 42° Fahrenheit, severe icing is rare for sea surface temperatures above 35° Fahrenheit.

(3) The most rapid icing rate can be expected on a course where waves are 20-60° off the bow.

(4) Superstructure icing is possible when a temperature of 28° F and wind speed of 17 knots occur simultaneously.

(5) Icing increases with an increase in the speed of the ship. The stability booklet should be consulted for icing effects.

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q. Weather. Rapidly developing low pressure systems can produce winter storms with winds to 60 knots, sea heights 15-30 feet with fog, ice smoke and blowing snow in the vicinity of the marginal ice zone. Knowledge of storm visibility is a major limitation when operating in the vicinity of the MIZ. In fog and sea smoke, visibility can decrease to as little as 200 yards. Visual sighting is the most reliable way of locating the ice. Over short horizontal distances, the large thermal variations between cold continental air and the relatively warmer sea surfaces enhances wind speed and turbulence. The effect are sufficient to negatively impact ship operation.

(1) Low Visibility

- (a) Establish low visibility detail that is alert and maintainable.
- (b) Expect fog if winds shift from north.
- (c) Anticipate arctic smoke at 14° F (-10° C).
- (d) Be prepared for sudden and acute drops in visibility, extremely rapid frontal passages and wind shifts.
- (e) Near the ice edge, visibility drops below 2 miles.

(2) Heavy Weather

- (a) Be ready to implement heavy weather bill.
- (b) Ensure that material is secured, particularly topside.
- (c) Inspect equipment daily to ensure mountings are secure.
- (d) Expect long periods of heavy weather.
- (e) Ensure that securing devices on doors are intact.
- (f) Remove excess paint and flammable liquids prior to sailing.
- (g) Onsetting winds onto pack ice can be disastrous and early evasion is essential.

2-10-4 EXAMPLE OF A COLD WEATHER OPERATIONS BILL

The following is an outline of a bill which provides a guideline for Masters to consider in developing the required Cold Weather Operations Bill. Not every part of the outline may be appropriate to every ship. Each Master is to take this guide and modify it to suit his ship to develop a detailed list of actions to be taken.

COLD WEATHER OPERATIONS BILL USNS/SS/MV _____

1. **Purpose.** The purpose of this bill is to set forth procedures to be followed in preparing the ship for cold weather operations.

2. **Information.** The Cold Weather Operations Bill will be placed in effect prior to deployment to areas of extremely cold weather. Personnel should review ATP 17, *Naval Arctic Manual*, and execute the appropriate measures of this bill when advised deployment to cold weather areas is probable.

3. **Procedures and Responsibilities**

a. The Master shall:

- (1) Prescribe setting of cold weather conditions for instituting the Cold Weather Operations Bill.
- (2) Supervise overall preparations for cold weather ops.
- (3) Ensure all crewmembers have received training/orientation for cold weather operations.
- (4) Ensure that each crewmember is familiar with his/her responsibilities or functions in cold weather operations and with the Cold Weather Operations Bill.
- (5) Ensure all crewmembers have sufficient protective clothing.
- (6) Ensure medical supplies are adequate prior to getting underway.
- (7) Review cold weather and ice navigation procedures and ensure that publications held are current and adequate.
- (8) Review and be cognizant of limits of the ship, equipment, personnel and operations.

b. The Chief Officer shall:

- (1) Ensure adequate ice removal equipment is onboard prior to getting underway and that crewmembers are familiar with its use.
- (2) Ensure that all ship's gear and cargo is properly stowed, adequately heated and ventilated and that all deck, lifesaving and cargo handling gear is kept operational.
- (3) Implement special operating procedures, such as: leaving navigation lights on and radar antenna 24 hours per day; making frequent temperature and wind speed readings to monitor potential for salt water ocean spray freezing; establishing ice lookouts, as required; and monitoring condition of cargo to prevent damage by freezing.
- (4) Implement topside safety working procedures (e.g., *lifejackets and safety harnesses, minimum teams of two, mandatory wearing of "quick-donning" immersion suits*). (All non-essential material should be removed from topsides and stowed below deck.)

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(5) Ensure that all navigation instruments are operable and tested for fogging. All compasses should be the oil filled type.

(6) Install temporary shelters or windscreens for exposed personnel and topside watchstanders (e.g., ice lookouts).

(7) Rig additional life and safety lines for protection of personnel prior to a serious degradation to weather conditions..

(8) Complete preservation of topside areas to resist corrosion during long periods when routine maintenance cannot be accomplished.

(9) Establish well -heated drying room for wet foul weather clothing.

c. The Chief Engineer shall:

(1) Service all machinery to ensure its continued operation in cold weather (e.g., lubricants, drains, covers).

(2) Ensure that all spaces have adequate heating (e.g., bridge windows (defrost), sea chests, living areas, cargo areas, bunker and cargo tanks).

(3) Ensure that sufficient portable heaters and heat guns are available prior to sailing.

(4) Ensure that lifeboats are properly equipped and maintained.

(5) Ensure exposed fire mains are dry, drain points are operating properly and fire extinguishers are protected from freezing as required.

(6) Establish "cold weather" ventilation procedures for operation of the ventilation systems when air temperatures drop below -12° C.

d. The Chief/Leading Steward shall:

(1) Provide sufficient commissary stores for the length of the voyage taking into account the need for increased caloric count in cold regions.

(2) Provide hot entree at each meal.

(3) Provide for hot drinks (coffee, tea, cocoa/soups) to be available around the clock.

(4) Ensure adequate blankets are aboard.

(5) Ensure adequate stocks of winter garments.

e. The Medical Department Representative/Chief Mate will be knowledgeable in all matters which have a direct or indirect bearing on maintained the health and physical efficiency of crew.

(1) Thoroughly indoctrinate ship's personnel concerning the physical and psychological hazards of cold weather operations.

(2) Plan a medical program in sufficient detail to meet foreseeable emergencies. Close liaison must be maintained with all department heads in this regard.

(3) Monitor conditions aboard ship with regard to livability, i.e., heat, humidity, sanitation, crew protection from the elements.

2-10-5 UNDERWAY REPLENISHMENT (*UNREP*)

Information contained herein applies to Naval Fleet Auxiliary Force (*NFAF*) and Special Mission Support Force ships. It augments guidelines contained in Articles 2-10-3 and 2-10-4 and ATP 17, and it should be reviewed prior to undertaking cold weather operations.

a. Ice Prevention/Removal

- (1) Ensure snow removal equipment is carried aboard.
- (2) Ensure ice and snow are removed promptly from replenishment areas per instructions in Article 2-10-3.
- (3) De-ice deck machinery and UNREP gear prior to UNREP evolutions, per instructions in Article 2-10-3.

b. Machinery/Equipment

- (1) Stow hoses, couplings, fittings and related UNREP gear in heated spaces, if possible, to reduce ice accumulation or cold weather damage.
- (2) Lubricate/treat deck machinery, UNREP equipment and fittings for cold weather operations in accordance with manufacturer's specifications.
- (3) Ensure equipment and fittings are covered for weather deck stowage.
- (4) Ensure all fork lift truck batteries are fully charged and ready for use should frequent equipment changes be necessary.

c. Miscellaneous

- (1) Protect cargo that may be susceptible to cold or snow/ice damage.
- (2) Ensure that flight decks, VERTREP/aircraft navigational aids, lights and fixtures are free from ice/snow/slush.

CHAPTER 2 - OPERATIONS

SECTION 11 - LOGISTICS REQUIREMENTS AND PREARRIVAL REPORTS

General	2-11-1
Logistics Requirements Report.....	2-11-2
Prearrival Report (<i>MSC Report 3123-8</i>).....	2-11-3

2-11-1 GENERAL

a. Background

(1) Advance planning information including a realistic estimated time of arrival (*ETA*) and projected logistics support requirements are needed to make timely prearrival arrangements at each port of call. This information is the basis for making numerous arrangements including tug, pilot, berth and line handler services; boarding times for customs and immigration officials; repair services and supplies such as bunkers, stores and provisions. In the case of Sealift Force dry cargo ships and tankers, advance information is also needed to make preparations for cargo operations including scheduling start times for stevedores and terminal personnel. Accordingly, Masters of all MSC Force ships shall provide advance planning information including a realistic *ETA* and logistics support requirements for each port of call.

(2) There are two types of reports that provide this information. The Logistics Requirements Report (*LOGREQ*), a standard formatted Navy message, and the Prearrival Report (*PREREP*) which is a unique MSC requirement for Sealift Force dry cargo ships and tankers. The *PREREP* is a formatted message report; however, for tankers at certain ports of call, *PREREPs* shall be transmitted by voice radio. *LOGREQs* and *PREREPs* are not part of the Movement Report System. Accordingly, they shall be submitted in addition to *MOVREPs* required by COMSCINST 3123.5J, *Subj: MSC Movement Report Instruction*, and MSC CPPM (*COMSCINST 2000.2*).

b. Action

(1) Masters of MSC Force ships

(a) Shall be responsible for writing, addressing, assigning classification and precedence for *LOGREQs* and *PREREPs* and for their transmission in the manner, format, sequence and at the times prescribed by this section. Specific formats for both *LOGREQs* and *PREREPs* can be found in the CPPM (*COMSCINST 2000.2*).

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(b) Unless otherwise specified by the appropriate OPCON authority, OPORD or OPLAN, Masters of MSC Force ships shall submit the following type of advance notification reports:

1. Masters of CIVMAR manned USNS ships shall submit LOGREQs.
2. Masters of contract-operated USNS Naval Fleet Auxiliary and Special Mission Support Force ships and prepositioning ships shall submit LOGREQs.
3. Masters of Sealift Force cargo ships shall submit PREREPS.

(2) Sealift Operational Task Group Commanders shall ensure:

(a) Masters of each MSC Force ship are briefed on submitting LOGREQs and PREREPS, including contents, classification, precedence and message addressees.

(b) All subordinate MSC activities are prepared to conduct such briefings when required.

(c) Voyage sailing orders contain guidance regarding classification and addressees for LOGREQs and PREREPS.

2-11-2 LOGISTICS REQUIREMENTS REPORT

a. General. This article provides general guidance regarding submission of LOGREQs. Detailed guidance is provided in NWP 1-03.1 (*formerly NWP 10-1-10*), *Operational Reports*, and the MSC CPPM (*COMSCINST 2000.2*). Additional guidance may also be promulgated by the cognizant OPCON authority and in OPORDs and OPLANs. The abbreviation "LOGREQ" will precede the body of the message so that it may be readily identified. See Article 2-2-7 for further guidance pertaining to submitting LOGREQs for Panama Canal ports/transit.

b. Classification. LOGREQs can be either classified or unclassified depending on operational security and administrative considerations. Policies on LOGREQ classification vary between the Navy Fleets. Unless otherwise specified by the appropriate OPCON authority, OPORD or OPLAN, the classification of LOGREQ messages shall be the same as the classification of the ship's movements.

c. Addressees. In addition to the guidance below, specific LOGREQ addressees may be required by the cognizant OPCON authority, or by OPORDs and OPLANs. Since commercial port agents and contract-operators do not have the capability to receive classified messages, these activities ***shall not*** be included as addressees on classified LOGREQs.

(1) Action Addressees

(a) CIVMAR manned USNS ships shall include the MSC Area Commander, MSCO/MSC representative at the port of call, as well as other addressees as may be directed by the Area Commander.

(b) Contract-operated USNS ships shall include the contract-operator and as appropriate the port agent as action addressees on unclassified LOGREQs. For classified LOGREQs include the MSC Area Commander, MSCO/MSC representative at the port of call.

(2) Information Addressees. A USNS ship calling at a foreign port shall include as information addressees, the action addressees on the operational commander's message request for diplomatic clearance.

NOTE FOR T-AGOS SHIPS: See Articles E-2-4-5 and E-2-9-2 for LOGREQ address guidance.

d. Changes in ETA. Changes in ETA shall be submitted as a change to the original LOGREQ message for that port, using the appropriate precedence.

2-11-3 PREARRIVAL REPORT (MSC REPORT 3123-8)

a. General. This subsection provides specific procedures for submitting PREREPs. PREREPs are assigned Report Control Symbol MSC 3123-8. See Article 2-2-7 for further guidance pertaining to submitting PREREPs for Panama Canal ports/transit.

b. Naval Control of Shipping Organization (NCSORG). Unless otherwise directed, the Master of a MSC Force ship under the OPCON of a NCSORG Operational Control Authority (OCA) retains the responsibility for originating PREREPs, providing restrictive EMCON condition has not been imposed.

c. Action. Unless otherwise directed in voyage sailing orders, Masters shall submit PREREP messages as set forth below:

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(1) When Sent

(a) With the exception noted in paragraph (b) below, PREREPs shall be sent at least 72 hours prior to port arrival. However, if the ETA *is on or immediately after a weekend or holiday*, the message shall be sent sufficiently in advance to reach the action addressee(s) during normal working hours of the preceding working day. For purposes of this report, Saturday is not a working day.

(b) If the time of transit between ports is less than 72 hours, the PREREP shall be sent when ETA is known.

(2) Changes to ETA

(a) Dry Cargo Ships. Changes to ETA shall be submitted whenever the ETA changes by more than 1 hour. The ETA correction message shall be brief, reference the previous message, and provide the revised ETA. See paragraph (7) regarding message precedence.

(b) Tankers. Another message similar to the 72-hour message will be sent about 48 hours and 24 hours before arrival if, in the interim, there has been any appreciable change (*4 hours or more*) in ETA. This second message shall be brief and a correction to the first message. See paragraph (7) regarding message precedence.

(3) Contents of the PREREP will vary for dry cargo ships and tankers. The format and information to be provided is as specified below:

(a) ETA at pilot boarding location for the port (*state location*).

(b) Primary purpose(s) for port call (*e.g., to load, discharge, repair, canal transit, replenish, etc.*).

(c) Estimated arrival draft, forward and aft in feet and inches (*fresh water draft at fresh water ports*).

(d) Name of port agent and indicate if the agent has been advised regarding ETA and logistic support requirements.

(e) Cargo Related Information

1. Dry cargo ships shall include: Measurement tons of cargo (*sum of on and below deck cargo*) by hatch for offloading, stating whether or not ship is self-sustaining for discharge. State measurement tons of space available below decks by hatch (*RO/RO ships indicate sq. ft. by hold and deck*) for loading cargo after discharge and nature of any deck cargo blocking or preventing normal access to main deck hatches which open into available cargo spaces.

2. Tankers shall include:

a. For Single port operations: Amount of clean and/or dirty ballast which will be onboard on docking and require discharging at the terminal. If no ballast, indicate **NO BALLAST**. For dirty ballast specify oil type contained. Indicate whether or not the ship is gas-free (*include only when no cargo onboard*).

b. For Multiple port operations: Amount of clean and/or dirty ballast which will be onboard on docking and require discharge at the terminal. Indicate whether the ship will retain ballast after arrival first port and the intended plan for ballast discharge at succeeding ports. If no ballast, indicate **NO BALLAST**. For dirty ballast specify oil type contained. Indicate whether or not the ship is gas-free (*include only when no cargo aboard*).

(f) Other Essential Information such as radio guard while inport and requirements such as tugs, pilots, bunkers, water, provisions, cargo handling, repairs and request for pratique when needed.

(g) Any inquires such as request for berthing instructions, bunkering intentions, etc. which the ship may require for port planning purposes.

(4) Examples of Formatted Messages. Messages shall be formatted in accordance with the MSC CPPM (*COMSCINST 2000.2*).

(5) Addressees

(a) Dry Cargo ships shall address PREREPs action to the MSC Area Commander, MSCO or MSC representative at the port of call or as directed by the ship's voyage sailing orders. Additionally, a USNS ship calling at a foreign port shall include as information addressees, the action addressees included on the MSC message request for diplomatic clearance.

(b) Tankers shall address PREREPs as follows:

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1. For unclassified PREREPs, the operator's port agent normally will be included as an action addressee particularly when the husbanding services required by the agent are such as to require his receipt and action on the PREREP message as soon as possible.

2. For unclassified PREREPs, the company headquarters will be an information addressee.

3. COMSC WASHINGTON DC shall always be an information addressee.

4. Additional PREREP message addresses for specific ports will be provided by Area Commanders as required.

NOTE FOR TANKERS: *When PREREPs will be sent to a Defense Fuel Region (DFR) office or Defense Contract Management Command Area Office (DCMAO) and the message will be received on a weekend or holiday, the message shall be sent with a priority precedence with DESC FORT BELVOIR VA as an information addressee.*

(6) Message Classification. PREREPs can be classified or unclassified. PREREPs shall be unclassified, except when a ship is on a classified voyage, in which case messages shall be classified consistent with the overall classification of the ship's movement.

(7) Message Precedence. Dry cargo ships and tankers shall use a dual precedence of PRIORITY/ROUTINE for PREREPs. However, in the event the ship is within 24 hours of the ETA when either a PREREP or a change of ETA is sent, an IMMEDIATE/PRIORITY precedence shall be used.

(8) Transmission. Unless otherwise directed, electronic transmission of PREREPs is authorized during MINIMIZE (*MIN:ETAUTH*).

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SECTION 12 - CASUALTIES AND ACCIDENTS

Casualty Reporting (MSC Report 3123-12)	2-12-1
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Coast Guard Investigation of Marine Casualty	2-12-3
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Accident Report for Claim Purposes (MSC Report 3040-3)(Contract- operated USNS Only).....	2-12-6

2-12-1 CASUALTY REPORTING (MSC REPORT 3123-12)

a. Definition. A casualty is defined as an equipment malfunction or deficiency such as a propulsion plant derangement, machinery failure, stranding, substantial weather damage, collision, fire or any other incident of such nature as to affect the safety of the crew; or the ship's ability to accomplish its mission; or requires extensive repairs which might impact on future ship scheduling.

b. Reporting. Casualty Reports shall be submitted for all MSC Force ships (*including those under the operational control of the Naval Control of Shipping Organization (NCSORG), EMCON permitting*) when a casualty which affects the ship's ability to accomplish its assignment/mission occurs. This article establishes the policy for submitting casualty reports. Because of the nature of their employment, single voyage (*spot*) chartered ships are not subject to these requirements. COMSC however would be advised directly by ship's owner or agent.

c. Background. Casualty Reports are designed to support COMSC, CNO, FLTCINC, Program Managers and MSC Area Commanders in the material management of assigned forces. The efficient utilization of MSC Force ships requires an up-to-date, accurate operational status for each ship. The transmission of casualty information is an important part of effective material management and operational readiness of the MSC Force. Through the submission of Initial, Update, Correction and Cancellation Reports, the current status of each outstanding casualty can be monitored and assistance provided as required. Casualty reports are designed to incorporate all required pertinent information into one message that will inform concerned agencies about the casualty and its effect on the accomplishment of the ship's mission and/or assigned employment. It is imperative, particularly in the case of C-3 and C-4 CASREPs, to succinctly illustrate the impact of the CASREP on mission capability and the ship's current and future schedule.

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d. Responsibility

(1) Masters are responsible for drafting, addressing, and assigning precedence to casualty reports as well as for their timely transmission in the format prescribed to in NWP 1-03.1 (*formerly NWP 10-1-10*), *Operational Reports*, and the MSC Communications Policy and Procedures Manual (*COMSCINST 2000.2*).

(2) Sealift Operational Task Group Commanders are responsible for ensuring that each Master is briefed on the necessity of submitting accurate and timely casualty reports which adhere to the prescribed format and procedures.

e. Applicability. Masters of MSC force ships shall submit Navy formatted CASREPs in accordance with Naval Warfare Publication (*NWP*) 1-03.1 (*formerly NWP 10-1-10*), *Operational Reports*, and the MSC Communications Policies and Procedures Manual. (*COMSCINST 2000.2*) However, Masters of MPS ships shall submit casualty reports to the Squadron Commander who will reformat reports in accordance with NWP 1-03.1 and transmit to the appropriate commands, assigning precedence and classification as the situation warrants. In determining the appropriate "C" rating, Masters shall be guided by the decision matrices/rating guides provided in Figures 2-12-1 through 2-12-6.

f. Casualty Category or "C" Rating. To provide COMSC with an accurate operational status of his force, a casualty category or "C" rating (*C-2, C-3 and C-4*) must be assigned to each reported casualty. The "C" rating assigned to a casualty and provided in CASREP messages shall reflect the ship's ability to perform its mission. The casualty category or "C" rating shall not be the only information used to base a decision to place a contracted ship off-hire. However, a CASREP may be used as one of the sources of information be used as one of the sources of information to establish whether off-hire action is required; but it is the terms of the applicable contract and the overall circumstances, rather than the "C" rating itself, that will determine whether off-hire action is warranted.

(1) Figures 2-12-1 through 2-12-7 contain decision matrices/rating guides for determining and assigning a "C" rating to a given casualty. The rating guide is designed to provide a uniform assessment of the effect of the casualty on the readiness of the ship. Although not all inclusive, the guide covers most of the major components, systems and sub-systems inherent to common and special sealift ships in the MSC Force and should be used as applicable.

(2) In the case of casualties not covered by Figures 2-12-1 through 2-12-7, Masters should use their best judgment and experience in assigning a "C" rating. Essentially "C" ratings 2, 3 and 4 will be applied as follows:

(a) **C-2**: Minor equipment casualty which does not affect day-to-day operations of the ship or impairs its ability to perform its assigned mission/tasking.

(b) **C-3**: Equipment or system casualty which reduces, restricts or delays day-to-day operations of the ship from performing its primary mission/tasking.

(c) **C-4**: Major equipment or system failure which causes the stoppage of day-to-day operations or prevents the ship from performing its primary mission/tasking.

g. Report Transmission. CASREPs should normally be sent by message (*other convenient communication modes may be used if message transmission is not available*). Prepositioning ships equipped with INMARSAT/Secure Fax required to send a classified report should secure fax the message to the squadron commander. If only INMARSAT/STU-III voice capable, a secure voice report to the immediate operational commander should be made vice transmitting an unclassified message, if warranted by the situation. Messages should normally be assigned priority precedence, however, higher precedence (*immediate*) may apply consistent with the importance of the report as it relates to the ship's operational schedule, location and tactical situation. Messages are normally unclassified. The appropriate classification (*CONFIDENTIAL or SECRET*) will be assigned to protect security of classified information and/or mission.

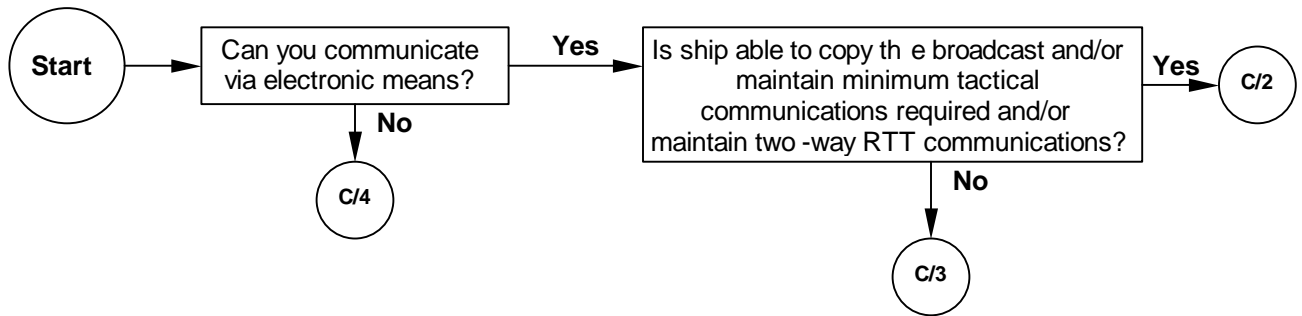
h. Message Addressees. Applicable message addresses can be found in Naval Warfare Publication (NWP) 1-03.1, *Operational Reports (formerly NWP 10-1-10)*, and the MSC Communications Policies and Procedures Manual. CASREPs sent by Prepositioning Ships shall only be sent to the command responsible for reformatting and transmitting the reports in accordance with NWP 1-03.1 (*formerly NWP 10-1-10*), (*i.e., Squadron Commander or MSC Area Commander*), and shall include the ship's operating company as the only information addressee. This is to preclude duplicative receipt of reports by all concerned for the same casualty. Reporting responsibility for Prepositioning Ships will normally be assigned in conjunction with OPCON and shall be specified in movement orders.

NOTE FOR T-AGOS SHIPS: See Article E-2-4-5 for a listing of required casualty report message addressees.

i. Photographs. Photographs to augment casualty reports are desirable when possible. Any photograph taken should be sent to authorities having ADCON of the ship as soon as possible. Photographs should present an overall or assembly view of the casualty "*as found*" before an attempt is made to clean the area.

j. Report. The reporting requirement described in this article is assigned Report Control Symbol MSC 3123-12.

COMMUNICATIONS



RADAR CASUALTIES

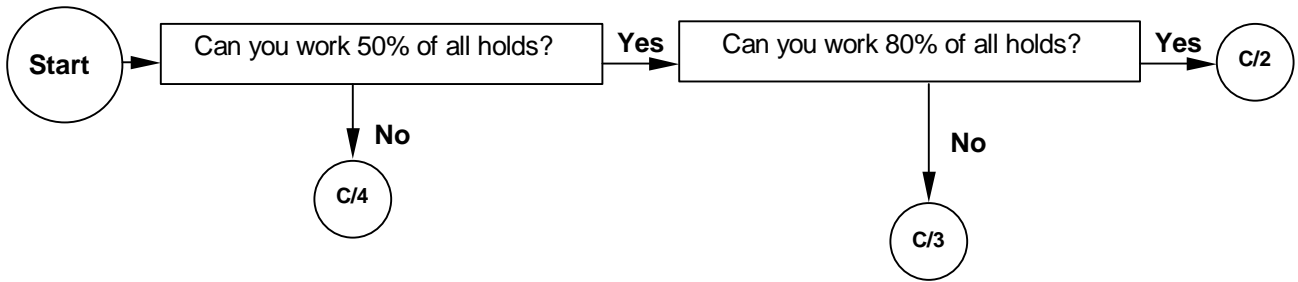
- Vessels over 10,000 GRT must have two radars installed; loss of one radar is C/3
- For vessels under 10,000 GRT, loss of one radar is C/2.
- For all vessels, loss of all radars is C/3 at sea and C/4 in port

NAVIGATION CASUALITIES (NON-REDUNDANT)

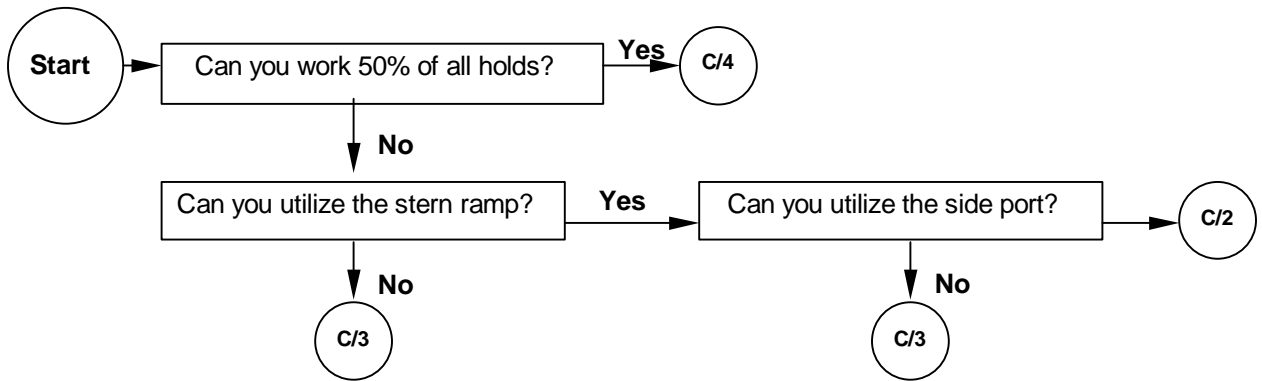
- | | |
|------------------------|---|
| • Fathometer | C/3 at sea and C/4 in port |
| • SatNav | C/2 |
| • NavRadar | C/2 (If Surface Search also CasRept: C/3) |
| • Surface Search Radar | C/2 (If Nav Search also CasRept: C/3) |
| • ARPA | C/3 at sea and C/4 inport |

Figure 2-12-1 Command and Control

Cargo Booms



RoRo Ports/Ramps



UnRep

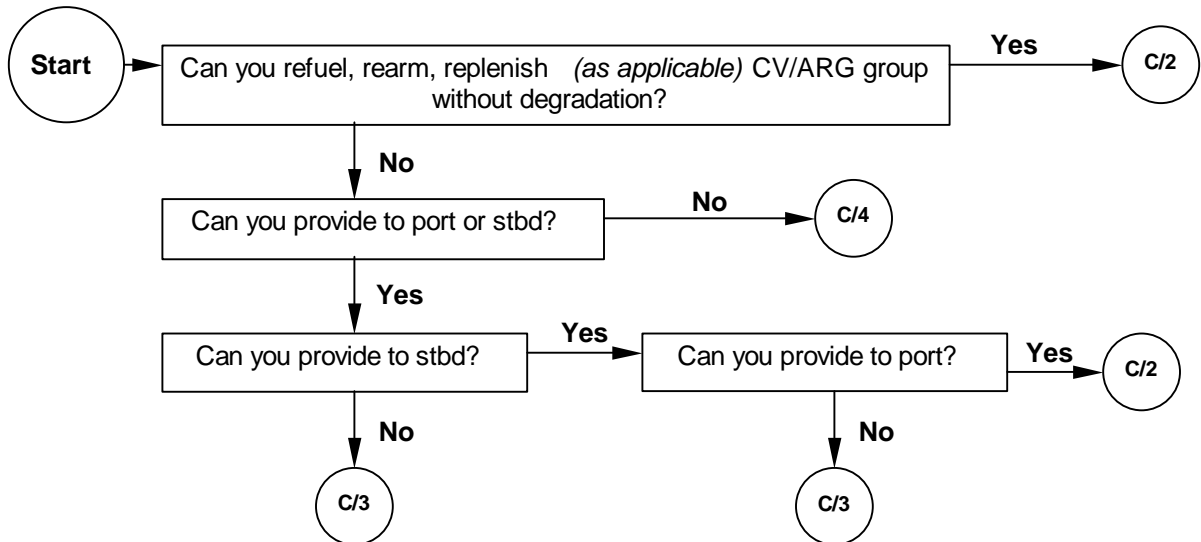
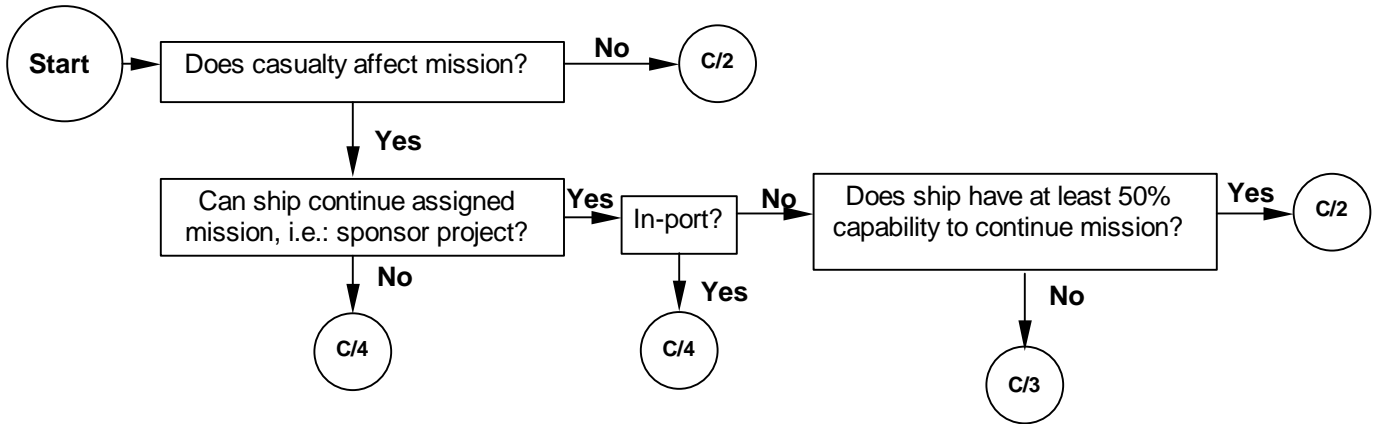


Figure 2-12-2 Logistic/Fleet Support

DECK MACHINERY



TOWING

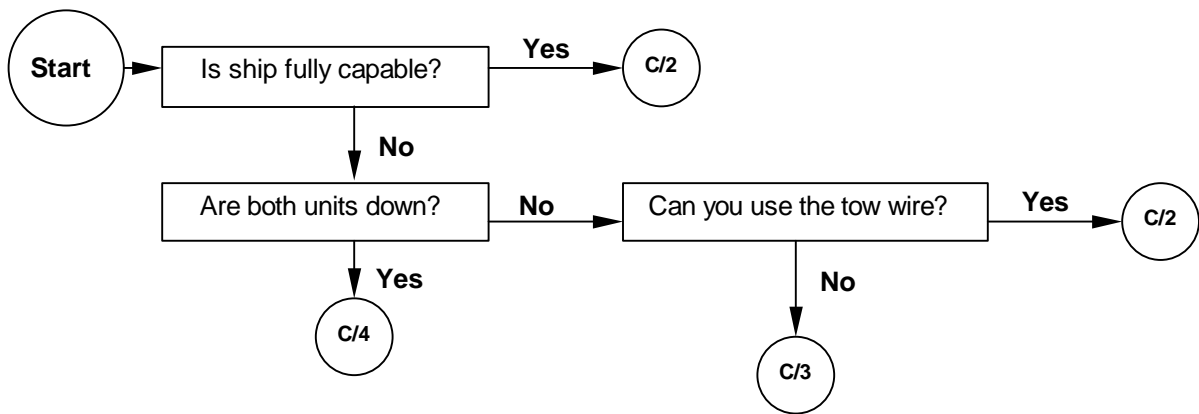


Figure 2-12-2 Logistic/Fleet Support

MAIN PROPULSION BOILERS

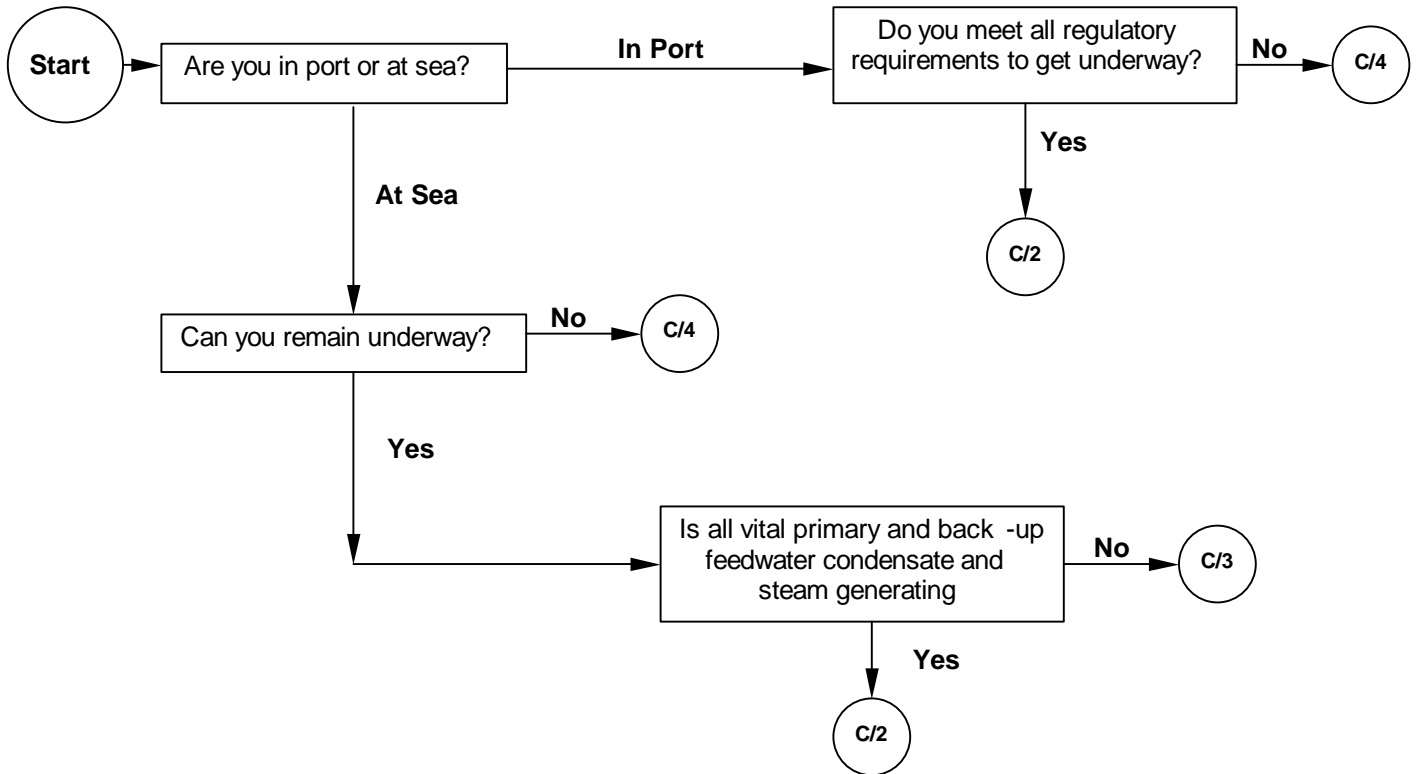
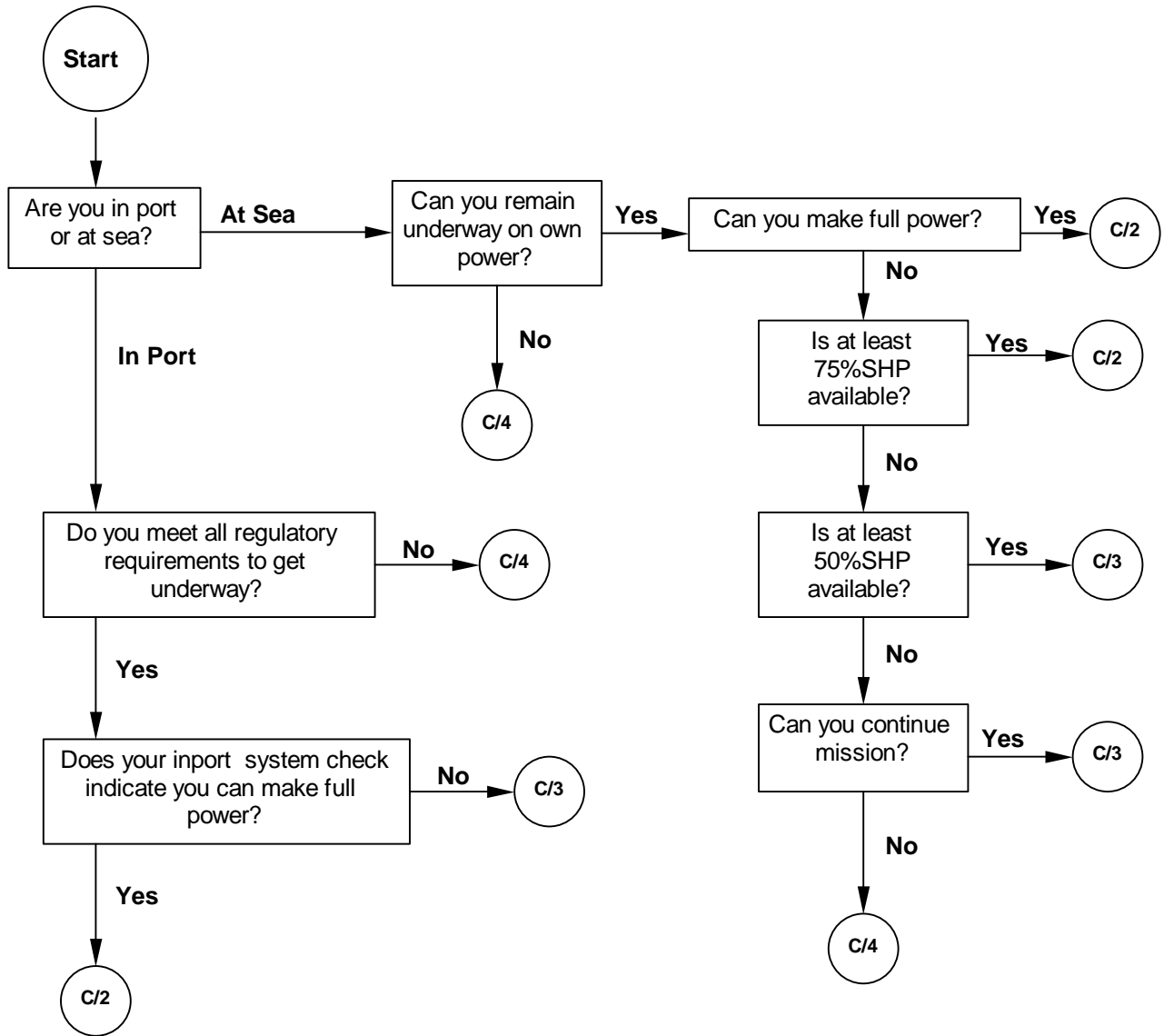


Figure 2-12-3 Main Propulsion Boilers

MAIN PROPULSION GENERAL



“Full power” meaning; using all generators/engines/boilers necessary to sustain flank speed. It is not defined as a specific RPM.

Note: Vessels fitted with two main propulsion diesel engines (i.e., T-AO 187 Class), a single engine casualty where the affected engine is inoperable is considered C-3. However, vessels shall be considered fully capable of accomplishing mission (i.e., UNREP) barring any extenuating circumstances (i.e., other prop/aux plant casualties, navigation hazards, weather concerns, etc.).

Figure 2-12-4 Main Propulsion General

PRIMARY LIFESAVING EQUIPMENT

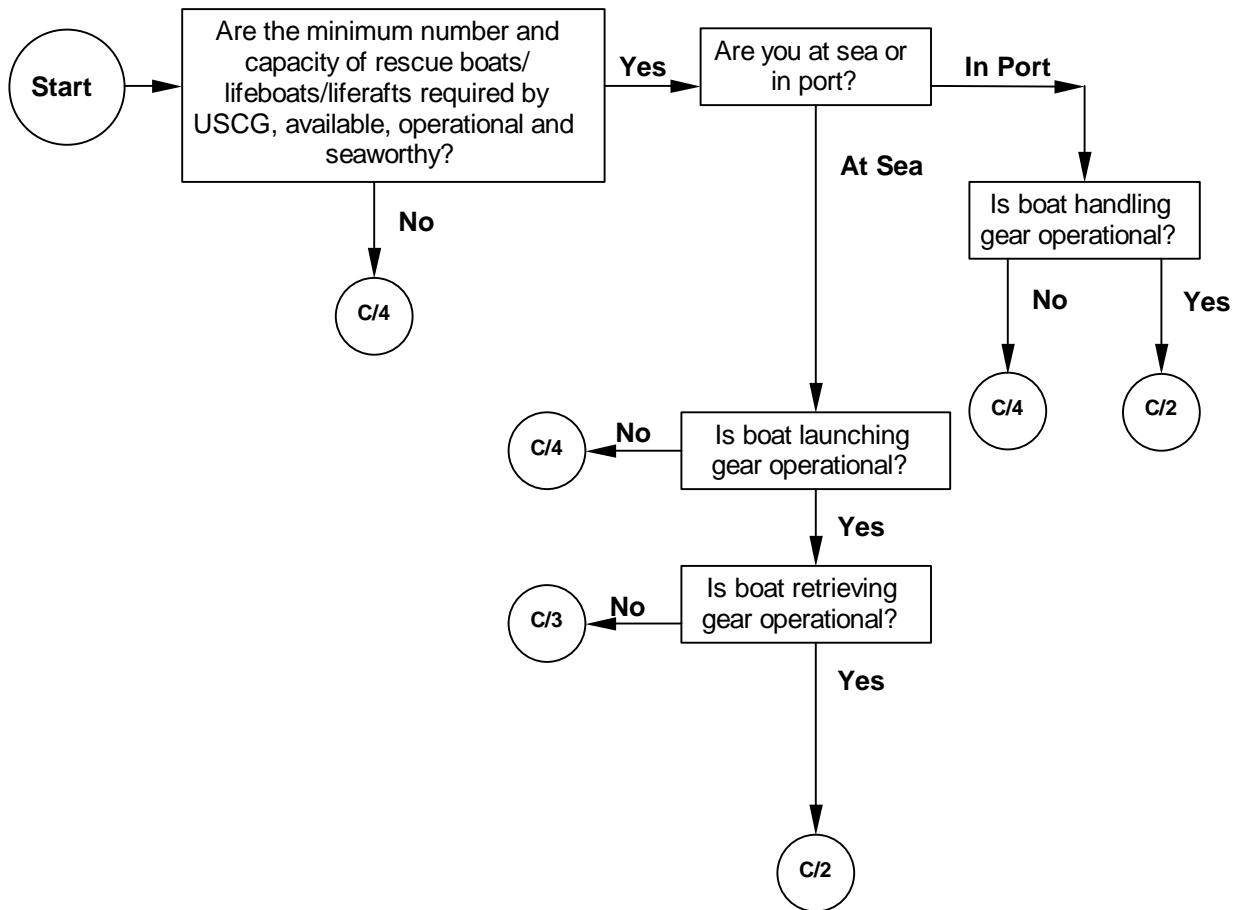
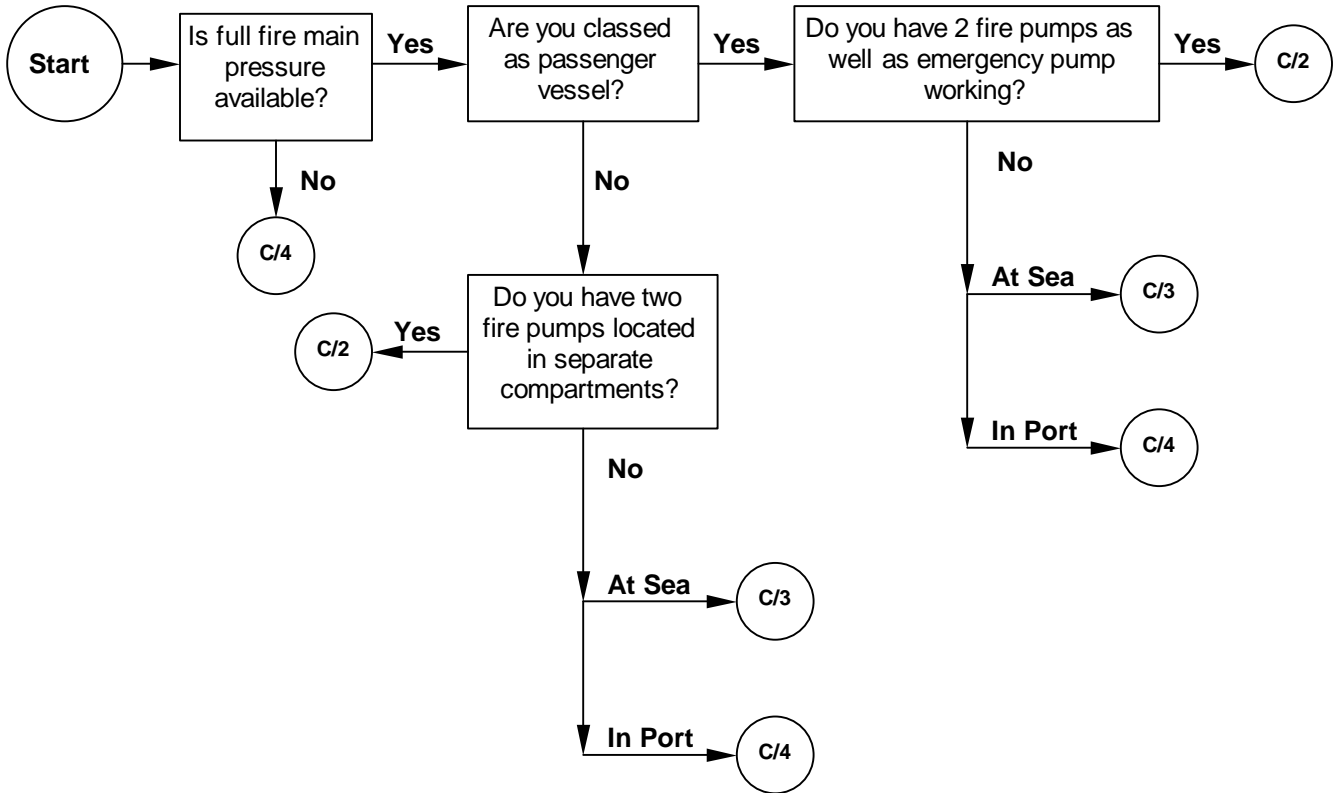


Figure 2-12-5 Safety Systems

FIRE-MAIN SYSTEM



FIXED FIREFIGHTING SYSTEMS

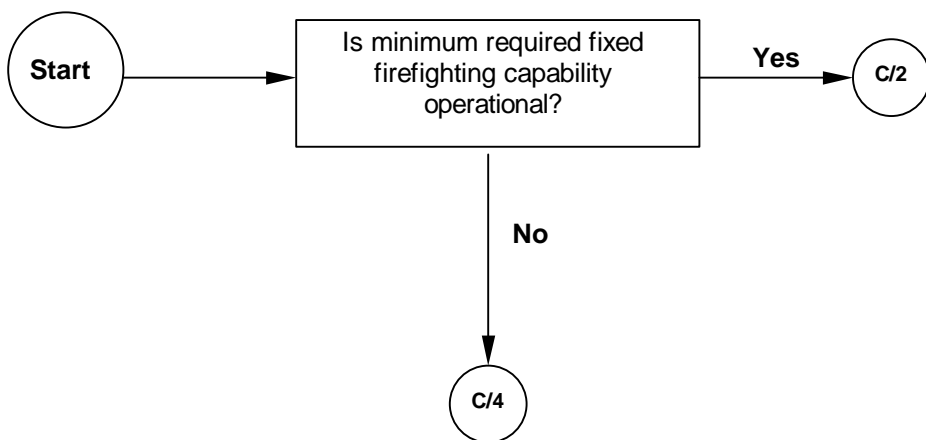
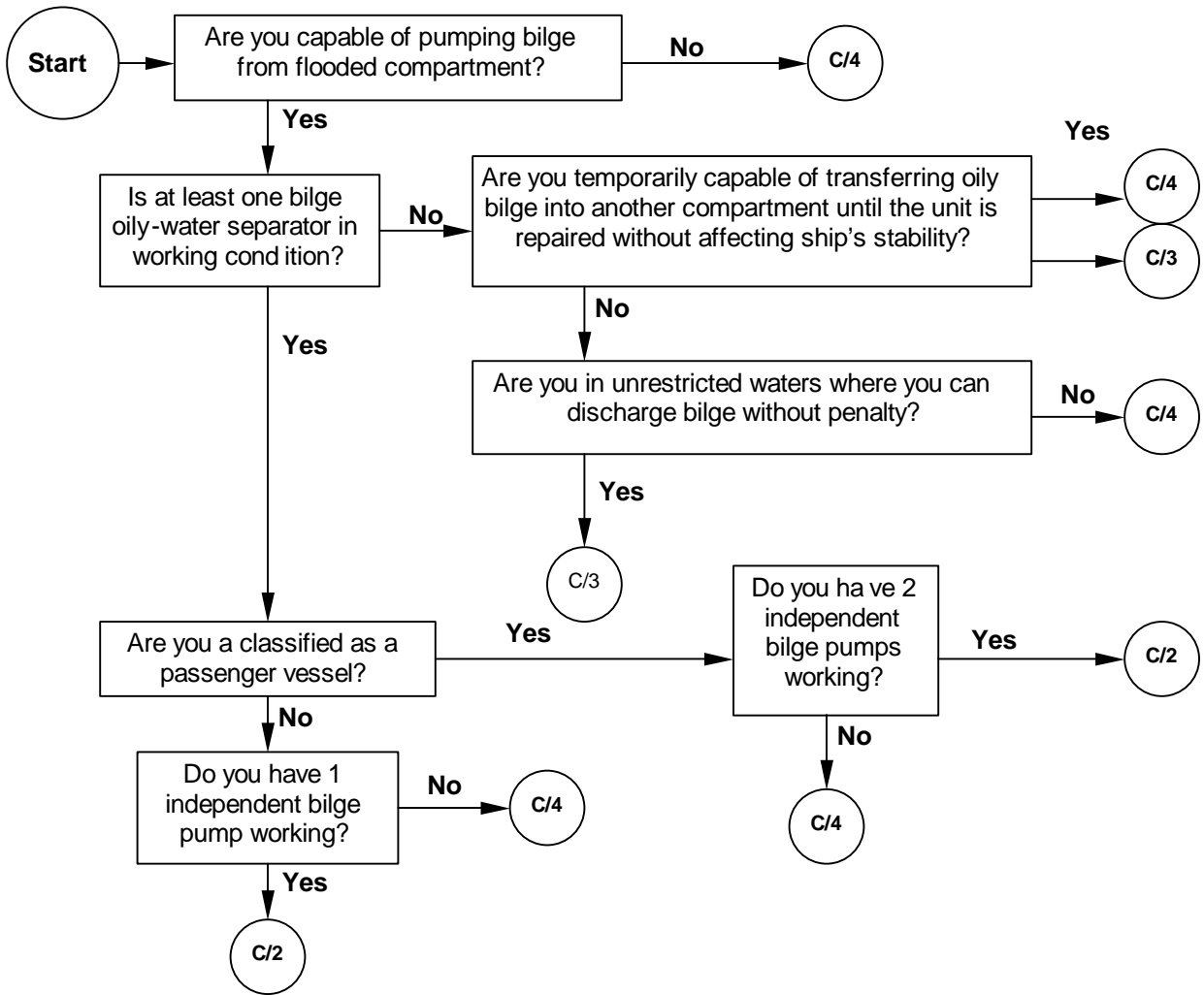


Figure 2-12-5 Safety Systems (continued)

BILGE SYSTEMS



DISTILLING PLANTS

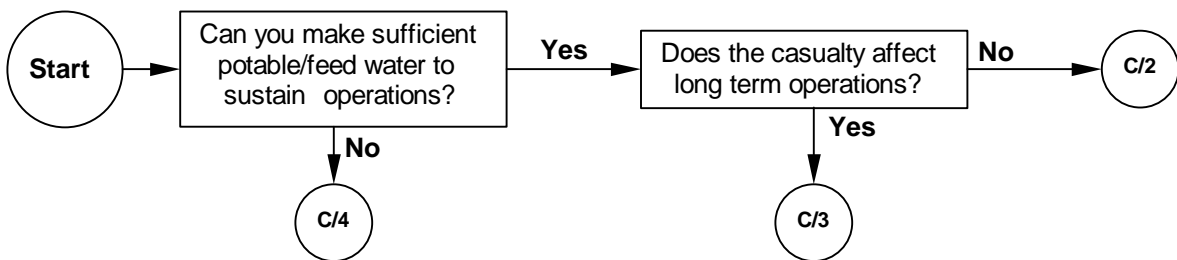


Figure 2-12-6 Auxiliary Systems

**SHIPS SERVICE
ELECTRICAL SYSTEM**

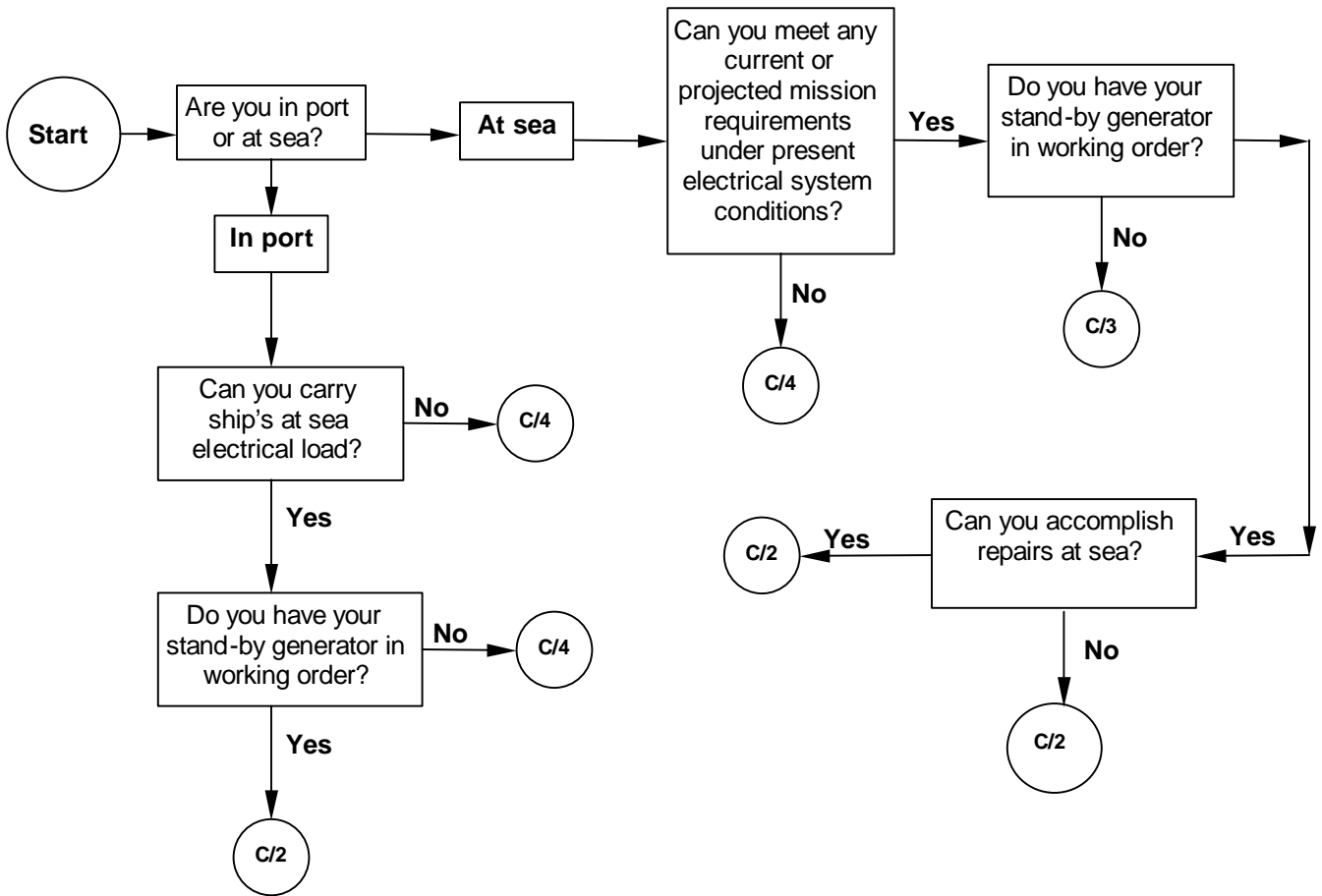


Figure 2-12-6 Auxiliary Systems (continued)

EMERGENCY ELECTRICAL POWER

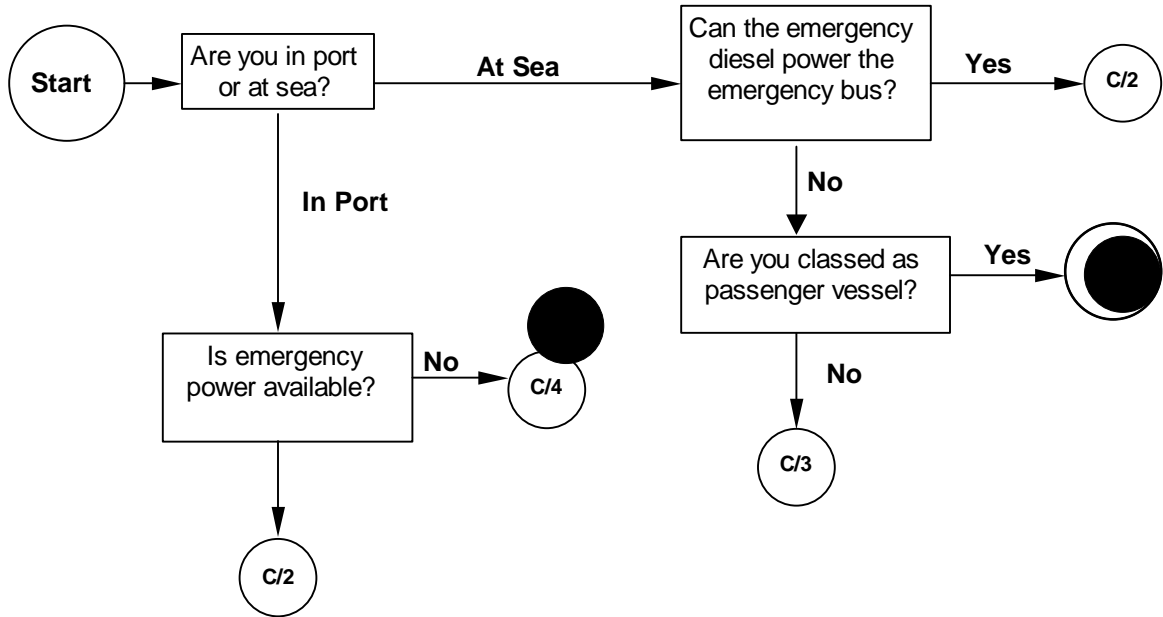
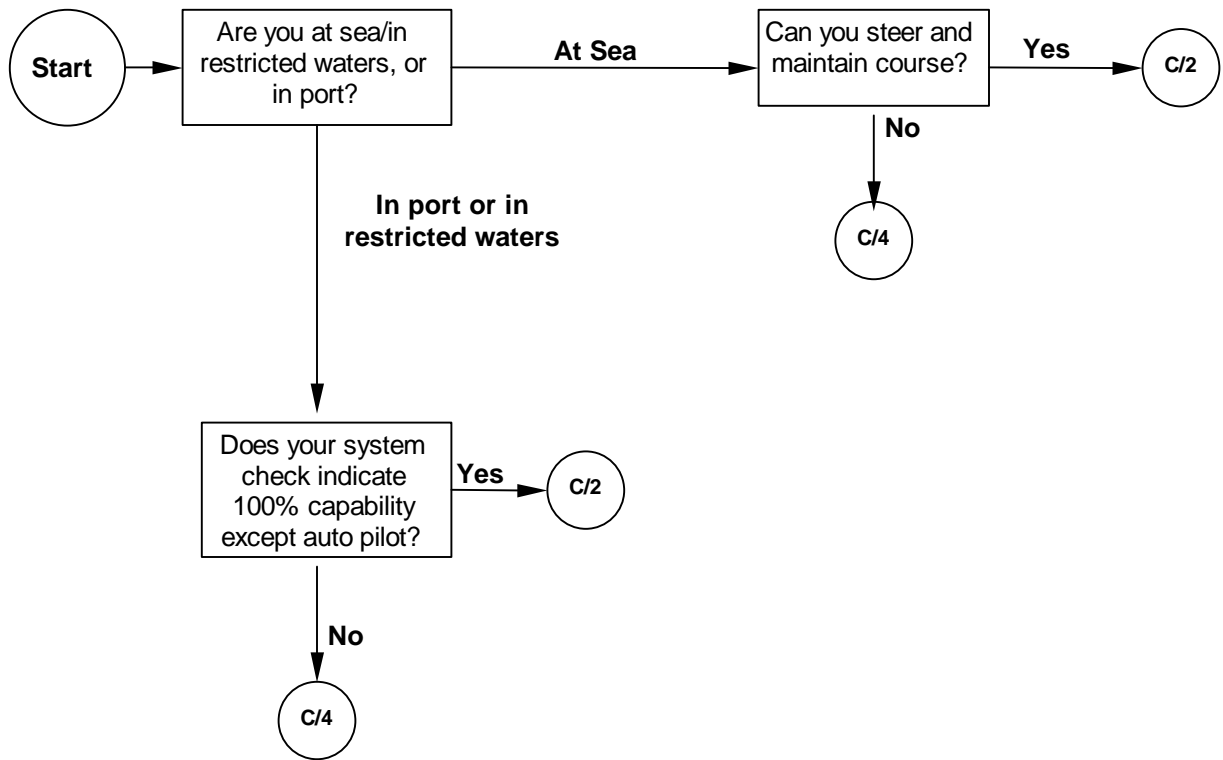


Figure 2-12-6 Auxiliary Systems (continued)

STEERING SYSTEM



GYRO COMPASS

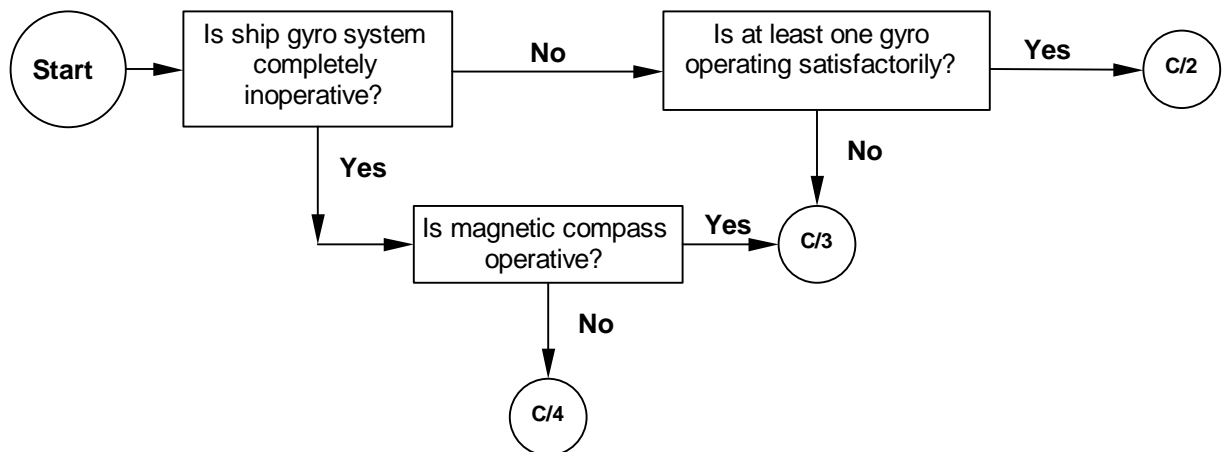


Figure 2-12-6 Auxiliary Systems (continued)

HULL DAMAGE

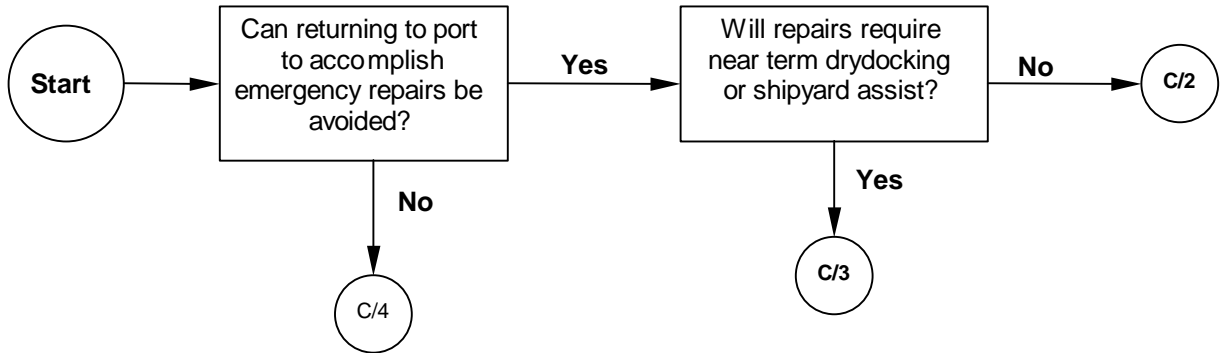


Figure 2-12-7 Hull

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2-12-2 LOSS OF TIME (CONTRACT-OPERATED USNS AND TIME-CHARTERED ONLY)

a. Whenever a time-chartered or contract-operated USNS ship suffers a loss of time which may fall within the off-hire or reduction of contract price provisions of the respective charter or contract, the contractor or operator must file a written report. Such a report shall include the casualty reports previously sent and shall supplement such reports as necessary to provide a detailed explanation as to the total time lost, fuel or lube oil consumed and cause(s) of the lost time and corrective action taken. In the event off-hire or contract payment reductions are in order, the report must set forth in detail the amount of such adjustments or reductions. If the contractor or operator believes that the ship should not be placed off-hire or contract payments reduced for the period of time lost, the reasons for such a position must be fully explained.

b. Refer to Appendix B for guidance on reporting tanker delays.

2-12-3 COAST GUARD INVESTIGATION OF MARINE CASUALTY

a. There is a memorandum of agreement (*MOA*) between MSC and the Coast Guard. In accordance with the provisions of the *MOA* and although not required by law, MSC ships built to commercial standards are inspected and certificated by the U. S. Coast Guard. The agreement also applies to Coast Guard marine casualty investigations on these same MSC ships.

b. Based on the provisions of the agreement, the following policies pertain:

(1) Masters of MSC ships certificated by the USCG will report marine casualties in accordance with 46 CFR, Subpart 4.05 to the USCG and the USCG will investigate such casualties to determine the cause of the accident or whether there is evidence of any act of misconduct, inattention to duty, negligence or willful violations of the law on the part of any licensed or certificated crewmember that contributed to the casualty.

(2) MSC will assist the Coast Guard in its investigation and in obtaining witnesses.

2-12-4 ACCIDENT IN PANAMA CANAL WATERS

a. Panama Canal Commission regulations provide that whenever within the waters of the Panama Canal, a ship or its cargo, crew or passengers, meets with an accident or sustains an injury which may be the basis of a claim against the Panama Canal Commission, or inflicts an injury to any Canal structure, plant or equipment, the Board of Local Inspectors shall conduct an investigation. Matters pertaining to such an

investigation shall be completed before the ship leaves the Panama Canal waters, and no claim shall be considered by the Panama Canal Commission unless the basis therefore has been laid before the Canal authorities prior to the ship's sailing. The Board investigates the condition and circumstances under which all marine accidents of a serious character occur in the Panama Canal, to fix the extent of, and the blame and responsibility for same.

b. Masters of MSC Force ships in Panama Canal waters who participate in, witness or learn of a marine accident of any nature in which a ship, or its cargo, crew or passengers is involved, are to report the information to the nearest Panama Canal Port Captain by fastest means of communication.

2-12-5 ACCIDENT REPORTING PROCEDURES (CIVMAR USNS ONLY)

Masters of USNS CIVMAR manned ships shall file accident reports in accordance with COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)* and COMSCINST 5100.17C, *Subj: MSC Afloat Safety and Occupational Health Manual*.

2-12-6 ACCIDENT REPORT FOR CLAIM PURPOSES (MSC REPORT 3040-3) (CONTRACT-OPERATED USNS ONLY)

a. A prompt and detailed report, similar in format to a CASREP, shall be made by the Master for every instance of damage caused by or to the ship and of damage or personal injury on the ship which may involve a possible admiralty claim for or against the government. This includes situations of injury or death to longshoremen, repairmen and employees of the contract-operator. Area Commanders should consult with counsel to determine whether a JAGMAN investigation should be convened in case of any damage or injury that may give rise to an admiralty claim for or against the government.

b. Distribution. This report shall be made by routine precedence message addressed as follows:

**TO: NAVY JAG WASHINGTON DC
COMSC WASHINGTON DC
CONTRACT OPERATOR**

INFO: Appropriate NAVAL COMMANDER (listed in Article 2-8-3 paragraph b(2) when occurring outside territorial waters of the U.S.). MSC Area Commander (same as CASREP)

NOTE FOR T-AGOS SHIPS: See Article E-2-4-5 for a listing of additional accident report message information addressees.

CHAPTER 2 - OPERATIONS

SECTION 13 - MSC UNIQUE OPERATING REQUIREMENTS

U. S./Russian Incidents at Sea.....	2-13-1
Asylum and Temporary Refuge	2-13-2
Standards of Appearance	2-13-3
Energy Conservation.....	2-13-4
Damage Control and Chemical, Biological and Radiological Defense... ..	2-13-5
Underway Replenishment	2-13-6
Helicopter Operating Facilities (<i>Certain USNS, RRF and MPS Only</i>).....	2-13-7
Prepositioning Ships	2-13-8

2-13-1 U. S./RUSSIAN INCIDENTS AT SEA

a. General. This article provides consolidated guidance and procedures on actions to be taken in the event of harassment of MSC Force ships by Russian ships or other foreign ships.

(1) Prior to the U. S./USSR Incidents at Sea (*INCSEA*) Agreement of 1972 and 1973, numerous incidents at sea involving harassment or interference occurred between units of the Soviet and United States naval surface and air forces. OPNAVINST 5711.96B, *Subj: U.S./USSR Incidents at Sea and Dangerous Military Activities Agreements*, provides procedures concerning the agreement between the governments of the U. S. and Russia on the prevention of incidents at sea. The *INCSEA* Agreement and Protocol apply to USNS ships in addition to other DOD units and to non-military U. S. flag ships. Under terms of the *INCSEA* Agreement, USNS ships are considered U. S. naval auxiliaries. MSC chartered commercial ships are considered non-military U. S. ships and are protected from harassment by Russian naval and naval auxiliary ships and military aircraft under the provisions of the 1973 protocol to the *INCSEA* Agreement. No specific action (*such as the use of special signals*) is required of non-military U. S. ships (*i.e., MSC chartered ships*). Harassment of any MSC Force ship, USNS or non-military, is a violation of the letter and spirit of the *INCSEA* Agreement. U. S. Navy authorities evaluate all such reported incidents and address Russian violations through *INCSEA* channels when appropriate.

(2) On the Russian side, naval and naval auxiliary ships (*ships authorized to fly a Russian naval auxiliary flag*) are bound by the agreement.

(3) The *INCSEA* Agreement is intended to:

(a) Reduce the risk of serious, unintended confrontation between U. S. and Russian forces on and over the high seas.

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(b) Promote safety of operations where U. S. and Russian naval and air forces operate in proximity to each other.

(4) The INCSEA Agreement conforms to the International Regulations for Prevention of Collisions at Sea (*Rules of the Road*) and elaborates with regard to surveillance activities and aircraft-to-ship situations. Special emphasis is given to the duties of stand-on and give-way vessels and to special signals included in Table 2-13-1.

b. Policy and Procedures

(1) Rules of the Road. Masters of all ships are strictly required to adhere to the Rules of the Road with regard to maneuvering requirements of stand-on and give-way vessels. These requirements are laid out in the International Regulations for Prevention of Collisions at Sea.

(2) Special Signals (USNS ONLY). Table 2-13-1 provides signals authorized for use between U. S. and Russian warships and auxiliary ships by the Incidents at Sea Agreement. It shall be kept easily accessible for deck watchstander's use. Watchstanders shall review these signals so that they will understand their use. USNS and MPS ships should employ the special signals when appropriate.

c. Reports (USNS ONLY)

(1) When an Incident at Sea occurs between an USNS and a Russian ship (*or other foreign ship*), the appropriate operational reports and/or situational reports shall be made as described in OPNAVINST 3100.6G, *Subj: Special Incident Reporting Procedures*. Reports usually associated with INCSEA include OPREP THREE NAVY BLUE and PINNACLE reports. OPNAVINST 3100.6G describes initial and follow-up reports and provides message addressees and phone numbers (*for voice reports*). Sample messages and worksheets are also included in that instruction.

(2) Subsequent to an initial OPREP THREE NAVY BLUE or PINNACLE report, follow-up message reports are required to facilitate timely addressal of Russian INCSEA violations. These subsequent messages must contain sufficient data to permit reconstruction of the event for analysis by Naval authorities.

(3) Basic information required includes a tabular listing of time, own ships course and speed and bearing and range to Russian ships. If definitive raw data such as recorded radar ranges is not available, best estimate data is acceptable.

SIGNAL	MEANING
IR1	I am engaged in oceanographic operations.
IR2 (...)	I am streaming/towing hydrographic survey equipment ____ meters astern.
IR3	I am recovering hydrographic survey equipment.
IR4	I am conducting salvage operations.
JH1	I am attempting to retract a grounded vessel.
MH1	Request you not cross my course ahead of me.
NB1 (...)	I have my unattached hydrographic survey equipment bearing in a direction from me as indicated. <i>(Table 3 of Pub. No. 102 International Code of Signals (ICS)).</i>
PJ1	I am unable to alter course to my starboard.
PJ2	I am unable to alter course to my port.
PJ3	Caution, I have a steering casualty.
PP8 (...) #	Dangerous operation in progress. Request you remain clear of the hazard which is in the direction from me as indicated. <i>..(Table 3 of ICS).</i>
QF1	Caution, I have stopped the engines.
QS6 (...)	I am proceeding to anchorage on course _____.
QV2	I am in a fixed multiple leg moor using two or more anchors or buoys fore and aft. Request you remain clear.
QV3	I am anchored in deep water with hydrographic survey equipment streamed.
RT2	I intend to pass you on your port side.
RT3	I intend to pass you on your starboard side.
RT4	I will overtake you on your port side.
RT5	I will overtake you on your starboard side.
RT6 (...)	I am/formation is maneuvering. Request you remain clear of the hazard which is in the direction from me as indicated ... <i>(Table 3 of ICS).</i>
RT7 (...) #	I shall approach your ship on starboard side to a distance of __100's of meters (yards).
RT8 (...) #	I shall approach your ship on port side to a distance of __100's of meters (yards).
RT9 (...)	I shall cross astern at a distance of ____ 100's of meters (yards).
RU2 (...)	I am beginning a port turn in approximately ____ minutes.
RU3 (...)	I am beginning a starboard turn in approximately ____ minutes
RU4	The formation is preparing to alter course to port.
RU5	The formation is preparing to alter course to starboard.
RU6	I am engaged in maneuvering exercises. It is dangerous to be inside the formation.
RU7	I am preparing to submerge.
RU8	A submarine will surface within 2 miles of me within 30 minutes. Request you remain clear.
SL2	Request your course, speed and passing intention.
TX1	I am engaged in fisheries patrol.
UY1 (...) #	I am preparing to launch/recover aircraft on course ____.
UY2 (...) #	I am preparing to conduct missile exercises. Request you remain clear of the hazard which is in direction from me as indicated. <i>(Table 3 of ICS)</i>
UY3 (...) #	I am preparing to conduct gunnery exercises. Request you remain clear of the hazard which is in the direction from me as indicated _____. <i>(Table 3 of ICS).</i>

Table 2-13-1. Table of Signals

SIGNAL	MEANING
UY4 #	I am preparing to conduct/am conducting operations employing explosive charges.
UY5 (...)	I am maneuvering in preparation for torpedo launching exercises. Request you remain clear of the hazard which is in the direction from me as indicated _____. (Table 3 of ICS).
UY6 (...)	I am preparing to conduct/am conducting underway replenishment on course _____. (Table 3 of ICS).
UY7 (...)	I am preparing to conduct extensive small boat and ship-to-shore amphibious training operations. Request you remain clear of the hazard which is in the direction from me as indicated _____. (Table 3 of ICS).
UY8 (...)	I am maneuvering to launch/recover landing craft/boats. Request you remain clear of the hazard which is in the direction from me as indicated _____. (Table 3 of ICS).
UY9 #	I am preparing to conduct/am conducting helicopter operations over my stern.
UY10* #	I am testing my gun systems.
UY11*	I am testing my missile systems.
UY12 (...) #	I am preparing to conduct/am conducting gunnery (bombing) exercises from aircraft on a towed target. Request you remain clear of the hazard which is in the direction from me as indicated _____. (Table 3 of ICS).
ZL1 #	I have received and understood your signal.
ZL2 #	Do you understand? Request acknowledgment.
ZL3 #	Your signal has been received but not understood.

Table 2-13-1. Table of Signals (Cont'd)

***Note:** Compliance with Article III, paragraph 6 of U.S./USSR Incidents at Sea Agreement (i.e., do not train armament at Russian ships and aircraft) is required while conducting gun or missile system checks.

Note: These selected supplementary signals may be used during radio communications between military aircraft or ships and military aircraft. These signals are intended for transmission over voice circuits since it is extremely difficult for aircraft to identify and understand flag signals.

Source: OPNAVINST 5711.96B, Subj: U.S./USSR Incidents at Sea and Dangerous Military Activities Agreements.

(4) A narrative description of the incident including details such as signals sent and acknowledged and explanations of any differences with information reported in earlier messages is helpful.

(5) USNS ships may be directed to prepare detailed written reports described in paragraph 6 of OPNAVINST 3100.6G in addition to the message reports.

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d. Recording of Events. INCSEA incidents may lead to communications between U.S. and Russian authorities through Navy-to-Navy or diplomatic channels. As with incidents involving collisions, Masters must diligently record all aspects of the event for later reconstruction. All means should be employed to do so (*i.e., tape recordings, photographs, video tapes, deck logs, movies and geographic plots, etc.*).

e. General Classifications Guidance

(1) The fact that a specific INCSEA incident has occurred is **CONFIDENTIAL**.

(2) Any detail of an incident or event between U. S. and Russian units which violates or may violate the letter or spirit of the INCSEA Agreement is **CONFIDENTIAL**.

f. OPORD Guidance. Masters also shall comply with any additional guidance and requirements promulgated in FLTCINC OPORDs when operating under FLTCINC OPCON.

2-13-2 ASYLUM AND TEMPORARY REFUGE

a. CIVMAR manned USNS ships shall comply with provisions of COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*.

b. MSC Force ships (less CIVMAR manned USNS ships). If requested by a foreign national to provide political asylum, assistance in fleeing his country or temporary refuge, Masters shall be governed by the following:

(1) On the high seas or in U. S. territories an applicant for asylum will be received onboard. He shall not be surrendered to foreign authority unless authorized the Secretary of the Navy (*SECNAV*). He should be afforded such care and protection as permitted by the circumstances.

(2) In non-U. S. territories, temporary refuge will be granted for humanitarian reasons only when the life or safety of a person is endangered. Such protection shall end only when directed by *SECNAV*. Requests for asylum shall be referred to the nearest U. S. Embassy or Consulate.

(3) Masters encountering distressed refugees at sea in small boats should provide such assistance as necessary in the way of fuel, navigational advice, supplies or information so as to enable the persons to safely continue their voyage. If it is deemed that the refugees cannot safely reach their destination, they may be taken onboard to ensure the safety of life. The preservation of life at sea shall be of paramount importance in all instances.

(4) In any of the above or similar cases the Master must determine the basis and nature of the request and the facts surrounding the incident. Information should then be forwarded by immediate message to CNO WASHINGTON DC. Information addressees should include COMSC WASHINGTON DC, the appropriate Fleet Commander (*CINCPACFLT PEARL HARBOR HI, CINCLANTFLT NORFOLK VA, CINCUSNAVEUR LONDON UK or COMUSNAVCENT BAHRAIN*), local MSC command, the nearest U. S. Embassy/Consulate and, as applicable, MARAD and the general agent or contract-operator or owner. The FLTCINC or CNO will then provide appropriate guidance.

(5) The message report above should include the following information: (*see COMSCINST 2000.2 (MSC CPPM) for message format*)

(a) Name and nationality of the individual(s) seeking asylum (*or temporary refuge*).

(b) Date, place of birth and occupation.

(c) Description of any documentation in the person's possession.

(d) What foreign authorities are aware of the person's efforts to seek asylum (*or temporary refuge*); whether any foreign authorities will be notified of the request.

(e) Circumstances surrounding the request for asylum (*refuge*).

(f) Exact location and ETA at next intended port.

(g) Reason for claiming asylum or temporary refuge.

(h) Description of any criminal charges known or alleged to be pending against the asylum seeker. Indicate also any piracy at sea, air piracy or hijacking background.

(i) Any Communist Party affiliation or affiliation with any other political party; any government office now held or previously occupied.

(j) If applicable, whether a field office of the U. S. Immigration and Naturalization Service (*INS*) was notified and if arrangements were made to transfer the case to *INS*.

(k) Other pertinent information.

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NOTE: All information is to be forwarded as it becomes available. Reports of initial requests will not be delayed even if complete development of data has not been accomplished.

(6) T-AGOS Ships. Persons onboard under these circumstances will not be allowed freedom of the ship. Within humanitarian bounds, restriction to quarters would be appropriate until proper disposition can be determined.

2-13-3 STANDARDS OF APPEARANCE

a. General. MSC Force ships are often the *only* representatives of the U. S. Navy and U. S. Government in their ports of call and they are always under observation as representatives of the United States. This requires that each ship create a favorable impression wherever it goes. To do this, each ship must be "*smart*" in the broadest sense of the word. To this end, the personal appearance and conduct of the crew on each ship must create a favorable impression and each MSC force ship shall institute a continuous program to ensure the following standards are maintained.

(1) The hull, decks, deckhouses and all appurtenances shall be cleaned and preserved and painted as required.

(2) The interior of the ship deckhouse(s) shall be maintained in a clean and orderly state, with all equipage properly and securely stowed.

(3) The main and auxiliary machinery spaces shall be kept clean and free of excessive accumulations of oil.

(4) All spaces shall have sufficient operable lighting in order to permit safe operation and timely, efficient maintenance of machinery and equipment.

b. Specific Requirements

(1) CIVMAR manned USNS ships shall comply with the provisions of COMSCINST 3120.16B, *Subj: Standards of Appearance*. Additionally, COMSCINST 5060.6B, *Subj: Smart Ship and VADM Roy A. Gano Programs for MSC Civil Service Manned Ships*, also applies.

(2) Contract-operated USNS and chartered ships shall comply with the provisions of the respective contract or charter.

(3) MARAD general agent/contract-operated RRF ships shall comply with the provisions of the respective GAA or contract.

(4) Program Managers and MSC Area Commanders shall ensure by appropriate means that the highest standards of appearance is maintained by the ships and personnel of the MSC Force.

2-13-4 ENERGY CONSERVATION

Because MSC operates ships whose age ensures that fuel economy was not inherent in their original design, along with the operational decision of the Navy to use Diesel Fuel Marine (*DFM*) instead of cheaper fuels being used in private industry, it becomes immediately apparent that dedicated attention must be focused on this situation. Fuel conservation goes beyond fuel selection and engine tuning but includes such considerations as weather routing, trim optimization, bottom coatings, fuel additives and selective lubrication. COMSCINST 4101.1B, *Subj: MSC Energy Conservation Program*, describes the MSC Energy Conservation program and establishes responsibilities at the MSC Headquarters and MSC Area Command levels.

2-13-5 DAMAGE CONTROL AND CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE

a. CIVMAR manned USNS ships shall comply with the policies and procedures contained in COMSCINST 3541.5D, *Subj: Damage Control Manual*.

b. Contract-operated USNS and chartered ships shall comply with the damage control and chemical, biological and radiological defense (*CBRD*) provisions of the respective contract or charter and U. S. Coast Guard Regulations.

c. MARAD general agent/contract-operated RRF ships shall comply with the policies and procures contained in COMSCINST 3541.5D, *Subj: Damage Control Manual*. If the guidance in the Damage Control Manual is in conflict with the contract or charter then the contract shall govern; and ships will comply with the damage control and chemical, biological and radiological defense provisions of the respective GAA or contract and U.S. Coast Guard Regulations.

2-13-6 UNDERWAY REPLENISHMENT

a. An underway replenishment (*UNREP*) is a transfer of liquid and/or solid cargo between two ships while underway. Two methods of transfer are employed: horizontal transfer via connected replenishment (*CONREP*) rigs and vertical transfer via helicopter (*vertical replenishment (VERTREP)*). Certain MSC Force ships are capable of receiving logistics support by means of UNREP and many Naval Fleet Auxiliary Force ships

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(including designated RRF ships) are equipped to replenish/UNREP other Navy ships with fuel, provisions, stores and spare parts and to conduct personnel transfer operations. Additionally, many Strategic Sealift Force tankers are equipped for fuel consolidation (*CONSOL*) operations with Navy Combat Logistic Force (*CLF*) ships and to provide astern refueling services to Navy ships.

b. The highest degree of professional competence and training in replenishment-at-sea (*RAS*) operations is required for their safe and efficient conduct. The following directives apply to *RAS/UNREP* operations: (*See appropriate appendix for additional RAS/UNREP policies and procedures.*)

(1) Naval Warfare Publication (*NWP*) 4-01.4 (*formerly NWP 14*), *Underway Replenishment*, applies to all MSC Force ships conducting *RAS/UNREP* operations.

(2) *NWP* 4-01.41, *MSC Handbook for Refueling at Sea Operations*, applies to all MSC Force tankers that are capable of providing *CONSOL* services to *CLF* ships and astern refueling services to Navy ships.

(3) COMSCINST 3180.2J, *Subj: MSC Refueling at Sea Operations* contains MSC refueling at sea instructions and applies to all MSC chartered tankers.

(4) *NWP* 3-04.1M (*formerly NWP 42*), *Shipboard Helicopter Operating Procedures*, applies to all MSC Force ships that are air capable for helicopter operations.

2-13-7 HELICOPTER OPERATING FACILITIES (*CERTAIN USNS, RRF AND MPS ONLY*)

a. The MSC Force contains numerous air capable ships which are required to operate helicopters in accordance OPNAVINST 3120.35H. COMSCINST 3120.15D, *Subj: Policies and Procedures Concerning Helicopter Certification Requirements for MSC-cognizant Air Capable Ships*, promulgates MSC policies and procedures for the installation, maintenance and repair, inspection and certification of helicopter facilities aboard MSC Force ships.

b. Training requirements for helicopter operations, including Surface Rescue Swimmer, can be found in COMSCINST 12410.17B, *Subj: Helicopter Operations Training*. Additional references include:

(1) NAVAIR 00-80R-14, *U. S. Navy Aircraft Fire Fighters and Rescue Manual*

(2) Air Capable Ship Aviation Facilities Bulletin No. 1 H

(3) COMSCINST 3541.5D, *Subj: Damage Control Manual*

(4) COMSCLANTINST 3710.1A, *Subj: Aviation Readiness Evaluation and Certification of Aviation Facilities Onboard MSCLANT Capable Ships*

(5) COMSCPACINST 3710.1, *Subj: MSCPAC Air Capable Shipboard Aircraft Standard Operating Procedures (SOP)*

2-13-8 PREPOSITIONING SHIPS

The Afloat Prepositioning Force (*APF*) consists of Maritime Prepositioning Ships (*MPS*) supporting the U. S. Marine Corps, Army Prepositioned Stocks No. 3 (*APS-3*) supporting the U. S. Army and Prepositioning (*PREPO*) ships, comprised of ships supporting the U. S. Navy, U. S. Air Force and the Defense Logistics Agency (*NDAF*). The Prepositioning capability was developed beginning in the early 1980s to improve the response time for the delivery of supplies and equipment to a theater of operations. Today, a wide range of cargoes are prepositioned afloat worldwide to support the U. S. Navy's "Forward...From the Sea" strategy.

CHAPTER 2 - OPERATIONS

SECTION 14 - STATUS AND OPERATIONAL READINESS OF MSC CIVIL SERVICE MANNED SHIPS

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Operational Status Designations	2-14-2
Policy	2-14-3
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2-14-1 GENERAL

a. It is sometimes necessary to remove MSC Force ships from Full Operational Status (*FOS*) and to place them in Reduced Operational Status (*ROS*) for a variety of reasons. These periods of ROS vary greatly in terms of ship's material condition and manning. Ship's readiness status is dependent on military requirements and is governed accordingly.

b. Information regarding operational status of T-AGOS ships is contained in Appendix E of this publication. For contract-operated USNS and chartered ships, each contract agreement provides for various degrees of operational status.

2-14-2 OPERATIONAL STATUS DESIGNATIONS

Specific terms will be used to indicate the operational status of MSC Force ships:

a. Full Operational Status (*FOS*). A ship is in FOS when it is fully capable of performing its mission; that is, the ship is fully stored and provisioned with the normal full crew attached. With regard to ships undergoing minor repairs, or for other reasons such as weather, tidal conditions, customs clearance, etc., the ship is still considered to be in FOS.

b. Repair Availability Status. A ship in Repair Availability Status (*RAS*) is still active but is in a repair period of overhaul, with or without a full crew or in a major repair/alteration period without a full crew.

c. Reduced Operational Status (*ROS*). A ship that has been withdrawn from FOS because of decreased operational requirements, is undergoing activation/deactivation or being held for contingencies or emergencies. Days to attain FOS will be designated by the Program Manager to which the ship is assigned and will be designated ROS-# where # is the number of days the ship needs to get ready for operations, i.e., ROS-5, ROS-30 and ROS-90.

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d. Inactive Status. A ship berthed in an inactive ship facility for an indefinite period, unmanned, partially or fully preserved and in a material condition that will permit activation to ROS or FOS in accordance with assigned priority.

e. Hours of Work and Premium Pay. Work rules for the varying degrees of operational status may be found in Civilian Marine Personnel Instruction (CMPI) 610, *Hours of Work and Premium Pay*.

2-14-3 POLICY

a. It is the responsibility of the Program Manager having custody of a ship in ROS to assure that it can be returned to FOS in all respects within the time specified. No change to the standard of readiness established for a ship will be permitted without prior approval from Commander, Military Sealift Command (COMSC). It is recognized that in time of labor shortages, a ship returned to FOS may be temporarily prohibited from meeting a specific operational commitment. If at any time during an ROS period, it is perceived that a ship will not be returned to FOS in the time frame originally specified, COMSC will be notified, and the Program Manager will review the situation to determine if the status of the ship should be changed.

b. The Program Manager having custody of a ship in ROS has the prerogative to determine:

- (1) Whether to steam or not, or steam the ship intermittently.
- (2) Whether to keep the ship fueled or defueled.
- (3) Whether or not to designate the ship as mother-ship of a nest.
- (4) Whether or not to provide such services as heat, security and sanitation.

c. The location of the ship in ROS may be a factor in the cost of maintaining appropriate material condition to allow close supervision, potential usage requirements and maintaining proximity to the responsible Project Office or MSC Offices may be of overriding importance.

d. Manning of a ship in ROS will conform to guidance provided by the Program Manager. It is recognized that the overall size of the ROS crew will depend, in part, on such factors as filling necessary key billets and providing billets which experience has indicated as being difficult to fill in a restricted marine labor market.

e. In addition to manning, material condition is a critical factor which will determine the time in which a ship can be placed in FOS for contingency operations or in the event of an emergency. To this end, overhauls, drydocking and minor repairs shall be accomplished within budget limitations. The maintenance and the readiness of a ship in ROS is a command function. It is not possible to keep a ship in a meaningful ROS unless there is a well directed and continuing maintenance program carried out by assigned ship's force supplemented by industrial assistance as necessary.

f. Ships will be maintained in ROS at least possible cost to the Government.

g. When reporting transfer of such ships in accordance with COMSCINST 3110.2D, *Subj: Acquisition and Transfer of USNS Ships*, it is essential that temporary transfer be specified.

2-14-4 ACTION

a. When a ship is placed in a condition of ROS, changed from one condition of ROS to another, withdrawn from ROS and placed in FOS, withdrawn from inactive status and placed in ROS or FOS or there is a change in ROS status, the cognizant MSC command shall submit a message report to COMSC containing the following information as appropriate:

- (1) Report Control Symbol MSC 3120-12.
- (2) Ship's name and number (*T-AK, etc.*).
- (3) Date and time of placing in ROS or FOS.
- (4) Designation of status (*e.g., ROS (30)*).
- (5) Site where ship is berthed.
- (6) The number of personnel assigned by departments.
- (7) The planned phasing of crew reduction or buildup.
- (8) The date and time of completion of cargo discharge (*for dry cargo ships*).
- (9) The date and time of actual beginning of crew buildup.

b. MSC Report 3120-12 is not to be made for inactive ships, for which reporting procedures are specified in other instructions.

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c. ROS crews shall be gainfully employed in maintenance and upkeep to retain maximum operating responsiveness and habitability standards.

d. The responsible Program Manager shall establish the following:

(1) A progressive maintenance program for each ship in ROS, by department.

(2) An activation plan containing the known requirements for all departments.

e. Outstanding requisition files and records will be maintained until all outstanding orders for COSAL allowed repair parts are completed.

f. Inventories of Government Furnished Material (*GFM*), spare parts and equipage for ships in ROS shall be maintained in accordance with allowance lists, if such lists have been published.

g. Subsistence, exchange merchandise, special services material and medical stores may be retained aboard or removed at the discretion of the responsible command.

h. Interior and exterior cleanliness and appearance shall conform to MSC standards to the extent practicable.

i. ROS crews shall periodically test all systems, including ventilation and sanitary systems.

j. All engineering records, including daily engineering logs (*except in case of a cold iron ship*) and Machinery History Cards (*NAVSHIP 527*) recording work done on machinery, shall be maintained.

k. The crewing of ships being placed in FOS shall be given a suitable priority in order to provide experienced personnel prepared to adapt to unusual problems. ROS crewing shall be limited to those who are qualified and are ready to go to sea. To the extent feasible, ROS crewmembers should be rotated into FOS ship assignments.

l. Normally, waivers of qualification requirements for crewmembers of ROS ships should not be granted. To provide supervisory competence in the engineering department, the responsible command shall ensure that engineering officers assigned are manifestly experienced and competent.

m. Personnel of ships in ROS shall be assigned to the maximum extent feasible for training in damage control and for qualification as certificated lifeboatmen.

n. The cognizant Program Manager shall be alert for possible degradation of the condition of readiness and shall require each ship in ROS to be inspected at least once every 6 months. If at any time the ship can no longer be placed in FOS in the time required by the assigned condition, a report (*MSC 3120-11*) shall be immediately submitted to COMSC. This message report shall present the facts in the matter with an estimate of the funds and time required to perform whatever work is necessary to maintain the ship in the assigned condition and the condition in which the ship would fall if the work is not performed.

o. Actual experience has shown that while readiness inspections may be conducted semiannually, inadequate coordination among departments may render the findings of the inspection questionable. Therefore, Program Managers will assign a ROS Coordinator who, under the commander, shall have overall responsibility for the condition and readiness of the ship in ROS.

2-14-5 REPORT CONTROL SYMBOLS

MSC Report Control Symbols for reports required by this section are as follows:

a. Report of Material Condition of Ships in ROS is assigned MSC Report Control Symbol MSC 3120-11.

b. Change in Status Report is assigned MSC Report Control Symbol MSC 3120-12.

CHAPTER 2 - OPERATIONS

SECTION 15 - OPERATIONAL AND ADMINISTRATIVE REPORTS

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Matrix of Required Reports.....	2-15-6

2-15-1 GENERAL

a. This section describes two reports not covered elsewhere in this Standard Operating Manual (SOM) and provides a consolidated list of required reports described in Chapters 1 through 11. Additional reports which are unique to an MSC Force ship type, class or functional component (*Special Mission Support Force, Naval Fleet Auxiliary Force, etc.*) are described in the appropriate SOM Appendix.

b. The consolidated list of reports in Article 2-15-6 and in the appendices is not all inclusive. Masters of contract-operated USNS ships, chartered ships and RRF ships should also review the specific reporting provisions in the contract, charter or general agency agreement (GAA). In many cases a Contract Data Requirements List (CDRL) is included in government contracts which provides a summary of required data and reports. Masters of CIVMAR manned USNS ships, contract-operated USNS ships and MSC subordinate commands and representatives are also guided by the provisions in COMSCNOTE 5214, *Subj: Consolidated List of Recurring Reports* and COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships*.

2-15-2 STATUS OF RESOURCES AND TRAINING SYSTEM

MSC Force ships carry out a multitude of maritime tasks supporting the Navy's primary mission. It is essential that the national command structure have operational readiness data for these ships. SORTS reports will be submitted for ships of the MSC Force and MPS squadrons in accordance with COMSCINST 3501.2B, *Subj: Status of Resources and Training System (SORTS) Reporting for MSC Units*. The only exception is short-term spot-chartered shipping. The Sealift Program Manager (PM5) will coordinate with MSC Comptroller (N8) to obtain UICs for long term time charters.

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2-15-3 SPECIAL INCIDENT REPORT (*USNS and MSC Squadron Commanders ONLY*)

Incidents of serious or critical nature such as collisions, major fires, major oil spills, hostile action and INCSEA violations are reported to Navy authorities by special incident reports. USNS ship Masters and MPS Squadron Commanders shall be familiar with the required procedures and be prepared to report immediately any incident as required in OPNAVINST 3100.6G, *Subj: Special Incident Reporting (OPREP-3) Procedures*. Significant incidents not meeting the criteria of OPREP-3 should be reported by means of a Unit SITREP, also described in the OPNAV instruction.

NOTE FOR T-AGOS SHIPS: *See Article E-2-4-5 for a listing of required OPREP-3/Unit SITREP message information addressees.*

2-15-4 SPECIAL REPORTS

From time to time, Masters of MSC Force ships will be requested to submit special reports by COMSC, a FLTCINC or other Navy authorities. To support these additional reporting requirements, Masters will be advised of the nature, format and frequency of these reports when the request is made.

2-15-5 REPORT PREPARATION AND SUBMISSION

Various reports are required by COMSC of ships' Masters, charter and contract-operators and MSC subordinate commands and representatives for the proper operation and administration of the MSC Force. The Master should conduct a periodic review of reporting requirements and instructions relating to those reports. The timeliness and nature of the information required and the multitude of commands viewing these messages makes it incumbent on all to ensure that the reports required of each are accurately prepared and promptly submitted according to those requirements. Due to the classified nature of certain MSC Force ship operations, care must always be exercised to protect all aspects of classified operations, support and administration from improper disclosure, either verbal or written.

2-15-6 MATRIX OF REQUIRED REPORTS

The reports described in SOM Chapters 1 through 11 are summarized below.

a. Reports to be submitted by Masters of all MSC Force ships

Subject	When Made	Method	Reference
Accident in Panama Canal	Accident in waters of canal which may be basis for claim or to report damage/ injury	Fastest means of communication	2-12-7
Assistance-at-Sea Report	Upon completion of rendering assistance-at-sea	Mail	2-6-3
Asylum and Temporary Refuge Report (DD-ISA(AR)1161)	Upon receipt of request for political asylum, assistance in fleeing country or temporary refuge	Message	2-13-2
Bomb Threat Reports			
—Bomb Threat Telephone Report	Upon receipt of bomb threat, call local military/ civilian authorities	Telephone	3-1-2, COMSCINST 5530.3
—Bomb Threat Message Report	Once threat incident complete	Message	3-1-2, COMSCINST 5530.3, CPPM
—Bomb Threat Action Check -Off List (MSC 8027/1)	Once threat incident complete	Mail	3-1-2, COMSCINST 5530.3
—Bomb Threat Record (MSC 8027/2)	Once threat incident complete	Mail	3-1-2, COMSCINST 5530.3
Casualty Report (CASREP) (MSC Report 3123-12)	When occurring	Message	2-12-1, 2-12-2, NWP 1-03.1, CPPM
- Situation Casualty Report	When details are known or to revise submitted information	Message	2-12-1, 2-12-3, NWP 1-03.1, CPPM
- Correction Report (CASCOR)	When equipment repaired and back in operation	Message	2-12-1, 2-12-4, NWP 1-03.1, CPPM
Communications Guard Shift	When occurring	Message	4-1-1, 4-1-4, NTP 10, CPPM
Daily OTSR Report	Daily when on OTSR	Message	2-3-3, NAVOCEANCOMINST 3140.1, CPPM
Dangerous Weather or Ice Report	When occurring	Message	2-3-4, 2-3-9, CPPM
Delay/ Anticipated Delay Report (MSC Report 3120-13)	When occurring	Telephone, Message Letter	2-17-6, CPPM
Diversion Report	When divert for search and rescue or other appropriate reason	Message	2-1-6, CPPM
Function where beer, sherry or wine served	Within 14 days following function	Mail	5-7-1
Hazard to Navigation Report	When occurring	Message	2-3-11, CPPM
Logistics Requirement Report (LOGREQ) (See Note 1)	When occurring	Message	2-11-1, 2-11-2, NWP 1-03.1, CPPM
Mail Routing Information	When occurring	Message	5-2-8, 5-2-9, CPPM
-Unsatisfactory Military Postal Service Report (MSC Report 5112-1)	When experiencing mail receipt difficulties and delays	Message	5-2-10, CPPM
Missing, Lost, Stolen or Recovered Government Property (M-L-S-R) Report (OPNAV 5500-5)	When occurring including loss or stolen small arms	Message	5-3-2, SECNAVINST 5500.4, CPPM

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Subject	When Made	Method	Reference
Movement Report	As specified for arrival, departure correction and diversion	Message	2-2-5, 2-3-10, COMSCINST 3123.5, COMSCINST 3120.2 NWP 1-03.1, CPPM
Oil Spill Report (OPNAV 5090 -2) (See Note 2)	When occurring	Message	9-2-1, 9-2-2, COMSCINST 5090.1, USCG and local regulations, CPPM
Prearrival Report (PREREP) (MSC Report 3123 -8) (See Note 3)	When occurring	Message	2-11-3, CPPM
Rendering Salvage Assistance Report (Initial and Situation Reports)	Initial report and daily when providing salvage or dis tress assistance	Message	2-8-4, CPPM
- Post Salvage Report	Upon completion of salvage/ distress assistance	Letter	2-8-4
Rendering Search and Rescue (SAR) Report	When occurring	Message	2-6-2, CPPM
- Post SAR Report	Upon termination of SAR operations or when released	Message	2-6-2, CPPM
Salvage Report (SALREPT) (MSC 4740-3) (See Note 4)	When require salvage assistance	Message	2-8-3, CPPM, COMSCINST 3120.2
Ship Sighting Report	When occurring	Message	2-5-1 thru 2-5-3, NWP 1-03.40, CPPM
SORTS Report	When occurring	Message	NWP 1-03.3, 2-15-2, CPPM
Suez Canal Reports			
-Suez Canal Pre - Transit Report (MSC Report 3123 -14)	No later than 10 days prior to transit	Message	2-2-8, CPPM
- Suez Canal Special Report	If encounter any incidents, mechanical casual ty, or difficulty which impacts scheduled transit	Message	2-2-8, CPPM
- Suez Canal Post -Transit Report	If encounter any difficulty or unusual circumstances during transit	Message	2-2-8, CPPM
- Arrival/Departure Report (MOVREP) (MSC 3123-9)	When occurring	Message	2-2-8, CPPM, COMSCINST 3120.2 COMSCINST 3123.5
- Change in Operational Control (CHOP)	As changes occur	Message	2-1-5, COMSCINST 3501.2, NWP 1-03.3, CPPM
Weather Observation Report	As specified	Message	2-3-6, CPPM
Weather Damage Report (CASREP)	In the event of substantial weather damage	Message	2-3-10, CPPM

NOTES

1. **LOGREQs shall be submitted by all CIVMAR USNS and contract-operated NFAF and Special Mission Support Force ships.**
2. **USNS ships submit Oil Spill Report (OPNAV 5090-2)**
3. **PREREPs shall be submitted by all Strategic Sealift Force ships.**
4. **SALREPT and SITSALREP messages is for use by Masters of government owned ships; i.e., USNS, RRF, etc.**

b. Reports to be submitted by Masters of all USNS ships (i.e., CIVMAR and contract-operated USNS)

Subject	When Made	Method	Reference
Bathymograph Report (NAVOCEANCOM 3140-10) (See Note 1)	Every 12 hours	Message CNOC 3167/2	2-3-8, NAVOCEANCOMINST 3140.1, COMSCINST 3120.2, OPNAVINST 3141.1, CPPM
Special Incident Report (OPREP-3)	When occurring	Message	2-15-3, CPPM, OPNAVINST 3100.6
Incidents at Sea Report	When occurring	Message (may also be requested to submit written report)	2-13-1, CPPM
Weekly Operations Summary Report (WOSR)	Weekly	Message	MSCLANTINST 3100.3, MSCPACINST 3120.7, CPPM

NOTE 1. Applies only to USNS ships equipped to take bathymograph readings.

c. Reports to be submitted by Masters of all contract-operated USNS ships

Subject	When Made	Method	Reference
Accident Report (for claim purpose) (MSC Report 3040 -3)	Damage to ship or personnel with possible admiralty claim	Message, Letter	2-12-9, CPPM
Alcoholic Beverage Violation (MSC Report 5370 -1)	When occurring	Mail	5-4-3
Confiscation of Gov't Property by Foreign Gov't (MSC Report 4340 -1)	When occurring	Message	6-3-2, CPPM
Controlled Substance Narcotics Violation (MSC Report 5370-2)	When occurring	Letter	5-4-4
Dangerous Weapon Violation	When occurring	Letter	5-4-5
Flag Display Incident Report	When occurring	Message	2-4-9, CPPM
Hospitalized and Serious Injury Reports	When occurring	Message	5-1-8, CPPM
Loss of Anchor Report	When occurring	Message	2-4-7, CPPM
Marine Casualty Report	When occurring	CG Form 2692	2-12-6
Stowaway Report (MSC Report 5820-1)	When Occurring	Message	5-4-6, CPPM, COMSCINST 3120.2

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d. Reports to be submitted by Masters of MSC Force tankers

Subject	When Made	Method	Reference
Modified Discharge Report (MSC Report 4020 -4)	Use of cargo for bunkers of transfer cargo to another ship	Message	8-2-4, CPPM, COMSCINST 3180.2 OPNAVINST 4020.22
Request for OTSR Services	When occurring	Message	2-3-3, CPPM
Tanker Special Prearrival Report (PREREP)	When occurring	Message	2-11-4, CPPM
Tanker Radio Telephone Prearrival Report (PREREP)	When occurring	Radio telephone	2-11-5, CPPM

e. Reports to be submitted by Masters of contract-operated T-AGOS ships

Subject	When Made	Method	Reference
Deviation from Sensor Movement Directive (SMD) or OTSR	When occurring	Message	2-3-3, CPPM
Man Overboard or Missing at Sea Report	When occurring	Message	2-6-5, CPPM
Request for OTSR Services	When occurring	Message	2-3-3, CPPM

f. Reports to be submitted by contract-operators of USNS ships and MSC charter operators

Subject	When Made	Method	Reference
Loss of Time Report	When occurring	Mail	2-12-5

g. Reports to be submitted by MSC subordinate commands/representatives

Subject	When Made	Method	Reference
Delay/Anticipated Delay Report (MSC Report 3120 -13)	When occurring	Message, Telephone	2-17-6, CPPM
Diversion Report	When divert for search and rescue or other appropriate reason	Message	2-1-6, CPPM
Informal Material Inspection Report	When conditions are noted which present serious material, safety or sanitary problems	Message	10-1-3, CPPM
Informal Readiness Condition Inspection Report	When conditions are noted that could affect safety or operational readiness	Message	10-1-4, CPPM
Shipboard Conditions Report	When conditions onboard ship approach or have reached a seriously unsatisfactory stage	Message	2-17-2, CPPM

Subject	When Made	Method	Reference
Ship Unable to Perform Report (or Resumes Performance)	When ship is unable to perform under its contract or resumes performance	Message	2-17-2, CPPM
Report of Material Condition of Ships in ROS (MSC 3120-11)	When ship can no longer be placed in FOS Alfa in required time	Message	2-14-3, CPPM
Request for OTSR Services (See Note 1)	When occurring	Message	2-3-3, CPPM
- Change in Operational Control (CHOP)	As changes occur	Message	2-1-5, COMSCINST 3501.2, NWP 1-03.3, CPPM

NOTE: Submit requests for all except MSC Force Tankers and T-AGOS ships.

CHAPTER 2 - OPERATIONS

SECTION 16 - PUBLICATIONS, CHARTS AND FORMS

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2-16-1 MISCELLANEOUS PUBLICATIONS

a. Civil Service Manned USNS Ships. COMSCINST 5605.4H, *Subj: Publications Allowance for MSC Civil Service Manned Ships (USNS) and Requirements for Automatic Distribution of Publications to Newly Activated Ships*, establishes the allowances for miscellaneous publications. It further provides guidance and references to other directives pertaining to allowances for: (1) naval warfare publications (*NWPs, FXPs, ATPs, AXPs and miscellaneous allied publications*) and communications publications (*ACPs, NTPs and JANAPs*); (2) Communications Security Material System (*CMS*) publications and (3) technical manuals. In accordance with that instruction, Masters shall ensure that allowances of required publications are on hand and corrected-to-date.

b. Contract-Operated USNS Ships. The publications allowance for contract-operated ships is included in the contract, appropriate appendix of this SOM or may be the subject of separate correspondence.

c. Chartered ships are required to provide all publications normally required in commercial operations. Additional MSC required publications will be provided when the ship is taken on hire.

d. Ready Reserve Force (*RRF*) ships are government-owned vessels managed by the Maritime Administration while inactive. Upon activation, MSC assumes OPCON and publications requirements are as dictated by the above reference and MSC (*PM5*).

2-16-2 PUBLICATIONS PROCUREMENT PROCEDURES (USNS ONLY)

The following procurement procedures shall be followed:

a. Navy Supply System. Publications to be obtained from any segment of the U.S. Navy shall be ordered in accordance with instructions contained in NAVSUP Pub 2002, Navy Stock List of Publications and Forms.

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(1) Publications assigned a Navy Item Central Number (*NICN*) or Technical Manual Identification Numbering System (*TMIS*) shall be requisitioned in MILSTRIP format using DOD Single Line Requisitioning System Document (*DD 1348*).

(2) Publications not assigned a *NICN* or *TMIS* number may be ordered using one of the following methods:

- (a) Specifications and Standards Requisition (*DD Form 1425*).
- (b) Departmental Directives Requisition (*NAVSUP Form 1205*).
- (c) Letter Request.

b. Questions concerning publications may be forwarded to nancy.barr@msc.navy.mil or cheryl.miller@msc.navy.mil.

2-16-3 NAUTICAL CHARTS AND PUBLICATIONS

a. All MSC Force Ships

(1) Masters are responsible for ensuring their ship is equipped with necessary up-to-date navigational charts covering the routes and places the ship may traverse. National Imagery and Mapping Agency (*NIMA*) Catalog of Maps, Charts and Related Products, Part 2 - *Hydrographic Products*, Volumes I-X shall be used to determine charts required onboard.

(2) Masters are responsible for checking charts and publications for a coming voyage and obtaining necessary additional requirements before sailing. They shall see that only the latest edition and fully corrected charts and navigational publications are used, and that charts which most adequately cover the area being transited are used.

(3) Used charts showing evidence of tracks or patrol areas from classified operations will either be destroyed or safeguarded and stored in accordance with the procedures outlined in Article 3-2-3.

(4) Whenever an error in any chart or publication is detected by actual observation on location, it should be reported to the *NIMA* using Form DMAHTC 8330/1.

b. USNS and Certain Chartered Ships. COMSCINST 3145.1B, *Subj: Nautical Chart and Publication Allowance*, establishes **minimum** permanent allowances and deployment allowances for classified and unclassified nautical chart and publications for USNS ships

and MSC chartered ships engaged on other than normal point-to-point operations (*e.g., APF operations*). The instruction also provides comprehensive guidance and information on nautical chart and publication administrative procedures including procedures for requesting publication and chart products to support both sudden crisis-type situations and unanticipated non-crisis situations requiring a near-term response. Additional charts and publications which may be required may be purchased from the appropriate source of supply.

c. USNS Ships

(1) Chart use and correction. The weekly periodical ***NOTICE TO MARINERS*** will be used as the basis for the ship's chart and publication correction system. This periodical also announces new charts and publications, new editions, cancellations, withdrawals and changes to nautical charts and publications. Semiannually, a Chart Correction List Summary of all corrections that have appeared in ***NOTICE TO MARINERS*** Nos. 1 to 26 and in Nos. 27 to 52 is distributed with the ***NOTICE TO MARINERS***. These summaries are invaluable to USNS ships due to their world-wide operations and should be retained. USNS ships have a substantial amount of charts and publications onboard due to required operations. Weekly correction of each chart and publication is not practicable due to the number of charts carried, manner in which ***NOTICE TO MARINERS*** is received, and the time the Second Mate can devote to chart and publication correction. Therefore a Summary of Corrections must be retained so charts can be updated as circumstances require.

(2) Stowing and Recordkeeping. Charts shall be stowed in the numerical sequence assigned by the respective publishing office. They shall be stowed flat, face down and with a minimum amount of folding - never rolled. USNS ships will keep a complete up-to-date index of all nautical charts and publications onboard. A usable recordkeeping system that indicates all corrections necessary to update any chart needed is to be kept. A record card should be maintained for each chart onboard. U. S. Navy Chart/Publication Correction Record Card (*Form DMAHTC 8660/9*) may be used.

(3) Requisitioning. Charts and publications for USNS ships are on automatic distribution, however, if additional material is required, requisitions can be ordered by using the Navy supply system. Charts are to be ordered on DD form 173, AUTODIN/MILSTRIP format addressed to "DASS DAYTON OH" or by opening an account online at www.dscr.dla.mil. When it is simpler or more time effective to do so, Masters may obtain selected charts and publications from available NIMA distribution offices. When necessary, the assistance of the nearest MSC Office or T-AGOS Project Office/Detachment may be obtained to assist in release or pick-up of materials from NIMA distribution offices. NIMA also has provisions for electronic distribution of chart corrections and updates (*details can be obtained from NIMA Consumer Interface Department at (301) 227-3625 or (800) 826-0342*).

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NOTE FOR T-AGOS SHIPS: *Operation security shall be practiced when ordering charts to avoid compromising patrol areas and new ports that could indicate revised deployment locations.*

2-16-4 ORDERING AND DISPOSITION OF CLASSIFIED NAUTICAL CHARTS AND PUBLICATIONS (USNS CONTRACT-OPERATED AND CHARTERED ONLY)

a. General. This article promulgates procedures for ordering and disposition of classified nautical charts and publications required by USNS contract-operated and chartered ships. Procedures contained herein do not apply when these ships are under the OPCON of the Naval Control of Shipping Organization (*NCSORG*).

b. Security Aspects. Appropriate personnel security clearances are required before classified material can be issued to contract-operated USNS, chartered and RRF ships. The provisions of Articles 3-2-1 through 3-2-5 apply.

c. Procedure. When it is determined that a contract-operated, USNS chartered or RRF ship requires a classified chart or publication, the MSC command exercising OPCON of the ship shall:

(1) Ensure that appropriate security clearances are held and the required secure storage capability is available onboard ship.

(2) Order the charts and/or publications in accordance with DMA catalog of Maps, Charts and Related Products, Part 6 - *General Purpose Products*, Volume II - *DOD Ordering Procedures and Crisis Support*. A statement certifying the security clearance of the recipient must accompany the order whether the classified material is ordered by message, DOD Form 1392 or Standard Form 344.

(3) Issue pertinent abstracts from the latest edition of DOD 5220.22-M, *Subj: Industrial Security Manual for Safeguarding Classified Information*, and other appropriate written instructions to the owner/operator or Master of the ship concerning the safeguarding of classified material. Such instructions shall clearly state that the person receiving the classified material will be held strictly accountable for the safeguarding of all such classified material while in his possession.

d. Accountability. Authorizing MSC commands are assigned the responsibility for establishing a system of accountability to ensure that the person receiving the classified material properly disposes of it when no longer required. Classified material no longer

required shall be disposed of at the end of the voyage by written custody transfer to the nearest MSC or U. S. Navy activity authorized to receive such material. The Master shall obtain signed receipts for all returned classified material and shall forward a signed copy of each of these receipts to the MSC command that authorized the original issue.

e. Scheduling. MSC commands scheduling and routing ships into areas which require classified nautical charts or publications for safe navigation shall ensure well in advance that the Masters and deck officers are properly cleared to receive such material as set forth in paragraph b. When ships are to be sailed under NCSORG routing, the cognizant MSC command will coordinate issuance with the Naval Control of Shipping Officer (NCSO) routing the ship. The latter is responsible for chart and publication issuance to all NCSORG-routed ships.

2-16-5 FORMS

a. COMSCNOTE 5213, *Subj: Consolidated Index of MSC Forms* provides a complete listing of forms sponsored by COMSC along with the stocking point (*i.e., COMSC Headquarters or Naval Inventory Control Point (NAVICP)*). Electronic copies of most forms are also available.

b. The forms described in SOM Chapters 1 through 11 are summarized below.

Subject	Source	Reference
Equipment Stock Card and Custody Record (NAVSUP Form 306)	www.nll.navsup.navy.mil	8-5-10
Food Item Report/Master Food Code List (NAVSUP Form 1059)	www.navsup.navy.mil (contained in NAVSUPNOTE 7330)	8-3-4
Stock Record Card (NAVSUP Form 1114)	NAVICP, NSN 0108-LF-501-1141	8-5-10
Requisition and Invoice/Shipping Document (DD Form 1149)	cheryl.miller@msc.navy.mil to request form template	8-3-7
Allowance Change Request (NAVSUP Form 1220-2)	www.nll.navsup.navy.mil	7-4-3, 8-1-7
DOD Single Line Item Requisition System Document (Manual) (DD Form 1348-6)	http://web1.whs.osd.mil	8-3-6
Records Transmittal Form (NAVMETOCOM 3140-2)	FLENUMMETOCDET Asheville	2-3-6
Surface Weather Observations (shore site) (CNMOC 3140/12)	NAVICP, NSN 0108-LF-019-3100	2-3-6
Weather Observation (shipboard) (CNMOC 3141/3)	NAVICP, NSN 0108-LF-019-3000	2-3-6
Bathythermograph Log (CNMOC 3167/2)	NAVICP, NSN 0108-LF-031-6710	2-3-8
Configuration Change Form (OPNAV 4790/CK)	http://neds.nebt.daps.mil/	7-4-4
Food Service Sanitation Inspection Form (NAVMED 6240/1)	NAVICP, NSN 0105-LF-012-0700	5-6-2
Bomb Threat Action Check -Off List (MSC 8027/1)	cheryl.miller@msc.navy.mil to request form template	3-1-2

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NOTE: *NAVICP is the abbreviation for Navy Inventory Control Point. Forms with National Stock Numbers (NSNs) are ordered from NAVICP.*

c. Questions regarding ordering MSC forms should be referred to:

**COMMANDER
MILITARY SEALIFT COMMAND (N0021)
WASHINGTON NAVY YARD BLDG 210
914 CHARLES MORRIS CT SE
WASHINGTON DC 20398-5540**

OR

e-mail: cheryl.miller@msc.navy.mil
nancy.barr@msc.navy.mil

CHAPTER 2 - OPERATIONS

SECTION 17 - ASHORE MANAGEMENT AND SUPPORT

MSC Representation	2-17-1
Responsibilities of MSC Subordinate Commands in Handling Contract-	
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2-17-1 MSC REPRESENTATION

COMSC considers it highly desirable and encourages MSC representatives to attend port calls by MSC Force ships. This is desired when such attendance is within their capability and the port is within reasonable distance and access. When more urgent requirements must be met, or when the port is at such a distance that the advantages of direct attendance are outweighed by such considerations as time away from station and cost of travel, liaison shall be maintained with the cognizant military representative and the contract or charter-operator's or general agent's attending shore staff, if any, and the ship's local agent. The services of the ship's local agent should be utilized in the full capacity as the representative of the contract or charter operator or general agent. Direct communication with such agents shall be maintained to effect the discharge of responsibilities assigned in this section.

2-17-2 RESPONSIBILITIES OF MSC SUBORDINATE COMMANDS IN HANDLING CONTRACT-OPERATED, CHARTERED AND GENERAL AGENCY AGREEMENT SHIPS

a. General. Policies contained herein summarize the general responsibilities of MSC representatives in supervising and directing the in-port activities of contract-operated USNS and MSC chartered ships and MARAD allocated ships including ship manager/contract-operated RRF ships.

(1) All operating contracts for USNS and RRF ships, voluntary and requisition-charters for the use of commercial ships/ship manager for operation of RRF ships are negotiated, executed and administered by COMSC or MARAD unless specifically delegated to an MSC Area Commander or MARAD Region.

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(2) The administration of operating contracts, charters and ship managers includes such functions as the preparation and distribution of contracts; furnishing information to cognizant MSC activities of the rates, terms and conditions of operating and charter contracts; the issuance of instructions to contractors relative to preparation and submission of invoices; the technical audit and approval of invoices; review of the contract operator's and charter ship's performance under the operating or charter contract; and the management of contract claims.

(3) Because of this centralized administration of operating contracts, charters and ship managers accurate and timely information regarding all aspects of ship operations must be furnished to COMSC in order to determine the validity of invoiced charges.

b. Responsibilities. The functional responsibilities of MSC Area Commands, Offices, Detachments, Prepositioned Squadrons and representatives are grouped into two categories; i.e., ship operations and cargo operations:

(1) Ship operations. The direction and supervision of ship operations includes the performance of delivery and redelivery surveys; inspection of ship damage; bunkering, shifting, working, issuance of voyage sailing orders; and all other functions incident to ship operations. The responsibility for the direction and supervision of ship operations will be discharged in two ways:

(a) By direct action when necessary to preclude or minimize ship delay in port and the cost of such delay to MSC. The direct action should be affirmative action by MSC representatives to expedite the efficient operation of the ship without infringement upon the lawful duties and prerogatives of the operator, owner, ship manager, general agent or their local agents or the Master of the ship.

(b) By indirect action in the form of accurate and detailed reports to COMSC on any aspect of ship operations which should be resolved by COMSC or the Contracting Officer. When indirect action is involved, the reports submitted must be in sufficient detail and if appropriate include photographs to enable COMSC to evaluate the situation and to initiate action as appropriate.

(2) Cargo Operations

(a) The direction and supervision of cargo operations includes action taken in conjunction with the shipper service, terminal activity and military representatives to ensure the efficient use of ships in carrying out the sealift of DOD cargoes. Such actions include assistance with cargo preplanning and the coordination of all ship and cargo interests with the contract operator, ship's owner/operator, general agent or ship's agent,

and the shipper service and terminal activity. Although MSC is not responsible for movement of dry cargo or POL to shipside, and the stevedoring services necessary to accomplish the loading and discharging of cargo, as the command responsible for providing sealift of DOD cargoes, MSC has an interest in the availability of cargo and the efficiency and economy of ship operations. MSC also has an interest in the safety and stability of the ship even though final approval of dry cargo stowage plans and POL load plans rests solely with the ship's Master.

(b) In the event that a contract-operated USNS, RRF ship or chartered ship is damaged during cargo operations and reported to MSC, an inspection of damage should be made by an MSC representative provided, however, that the damage is in an area accessible to the MSC representative. The inspection of damage should be sufficiently detailed for maximum protection of the Government's interests and should be performed by experienced personnel. If damage is serious, it is advisable to arrange for the attendance of professional surveyors (*e.g.*, ABS, *etc.*).

(c) In carrying out these responsibilities, ***it is important that a representative of MSC attend contract-operated and chartered dry cargo ships and tankers at least once daily while cargo is being worked.***

(d) Additional MSC responsibilities which are unique to dry cargo and tanker operations are described in Appendix B.

c. Actions

(1) Message reports will be forwarded to COMSC in the following instances:

(a) When conditions observed onboard ship approach or have reached a seriously unsatisfactory stage.

(b) When a contract-operated or chartered ship is unable to perform under its contract or charter. Specify reason for non-performance and dates and times involved.

(c) When a ship previously reported as not performing resumes operation under its contract or charter. Specify date and time ship resumed performance.

(2) The following supplemental information, applicable to contract-operated or chartered ships will be furnished:

(a) Copy of each in-port movement/shift order issued to the ship's Master.

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(b) Copy of ship's Notice(s) of Damage if tendered to the MSC representative. If notice was not tendered in sufficient time to permit an inspection of damage, describe the results of such inspection and forward it to COMSC. Also include statements of witnesses and photographs, if obtainable, and if warranted by the extent of damage. When damage cannot be inspected, indicate reason, e.g., notice received after ship's departure, location of damage inaccessible due to cargo stowage, etc. In the case of dry cargo ships the submission of *VIPS IN PORT STATUS* will not be delayed pending completion of an investigative report of the damage. Report of investigation, when completed, will be forwarded to COMSC by separate letter with all available information concerning the cause of damage.

(3) It is incumbent upon all MSC representatives to be thoroughly familiar with the terms and conditions of operating and time or voyage-charter contracts. Any problems concerning the operation of contract-operated, chartered ships, which cannot be resolved at the local level, will be referred to COMSC through the appropriate chain of command.

d. Claims. All claims by or against the Government involving contract-operated USNS and MSC chartered ships are processed by COMSC. All claims involving contract-operated RRF ships are processed by MARAD. It is important that MSC representatives, unless specifically instructed otherwise, do not become involved in attempting to settle, or agreeing to, any claims matter arising under the operating contract, charter. MSC Area Commanders are to promptly inform COMSC of the details of any potential or actual claims involving contract-operated, chartered ships.

2-17-3 MSC COORDINATION OF PORT AND LOGISTICS SUPPORT OPERATIONS

Contract-operated, ship manager and chartered ships typically utilize commercial logistic support services; i.e., supplies, repair services, etc. The following coordination responsibilities for logistics support operations apply to ports which have a commercial support infrastructure to support these ships. If peace or wartime operations require these ships to operate in areas where there is insufficient commercial logistics support, COMSC as Sealift TYCOM through his subordinate commanders will establish logistics support policies and procedures, including support from government sources, to ensure the readiness of these and other MSC Force ships. Accordingly, MSC logistic support responsibilities for contract-operated and chartered ships will vary based on requirements and the availability of commercial logistics support.

a. MSC Common-Service Representatives shall coordinate port and logistics support operations for MSC Force ships in accordance with responsibilities described below and individual Inter-Service Support Agreements (*ISSAs*). Duties of MSC common-service representatives include, but are not limited to, those duties set forth below. Assistance in performing these duties for MSC ships at overseas ports may be furnished by commercial husbanding agents whose services are ordered at the discretion of the cognizant MSC Area Commander and in the case of contract-operated tankers, the ship's Master. Guidance concerning use of MSC regional husbanding contracts established to provide such service (*USNS contract-operated tankers excluded*) is provided by the cognizant Area Commander.

(1) For MSC civil service manned ships operated by MSC:

(a) Prior to arrival, and as required, arrange for the following with local authorities:

- (1) Berth or anchorage
- (2) Pilot, tug, line handling and boat services
- (3) Diplomatic, customs, immigration and health clearance

(b) On arrival, board the ship and assist the Master, as requested, in the following matters:

- (1) Arrange for necessary repairs, supplies, fuel and medical services.
- (2) Obtain authority, where necessary, for ships' personnel to visit ashore.
- (3) Arrange for appropriate radio and/or visual ship-to-shore communications link.
- (4) Arrange for necessary receipt and transmission of messages, classified correspondence and other official mail.
- (5) Furnish Masters with a copy of local port safety regulations.
- (6) Assist the Masters of civil service manned ships in local recruitment and local security clearance of seamen who are hired as replacements in emergencies.

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(7) Assist Masters in arranging for medical care, including hospitalization, for ill or injured seamen.

(8) Arrange for delivery of official and personal mail forwarded via military postal channels to ships. Foreign nationals are prohibited from picking up mail at military postal facilities.

(9) Coordinate with shipper services to provide for expeditious loading or unloading and quick ship turnaround.

(c) On departure, provide necessary assistance to stranded MSC crewmembers returning to their ship or to the country in which their home port is located (CMPI 4651).

(3) The furnishing of services to MSC contract-operated tankers, chartered ships and ships allocated to MSC by the National Shipping Authority, is the primary responsibility of the ship's agent. It is desired every assistance be given to agents to ensure efficient ship use.

b. MSC representatives shall coordinate the efforts of all activities (*military and commercial*) concerned with the port operations and logistics support operations for MSC Force ships. The coordination function shall be conducted as far in advance of the ship's arrival as possible. They shall maintain liaison with the cognizant military activities, the charter and contract operator's or general agent's attending shore staff, if any, and the ship's local agent to:

(1) Determine, as appropriate, the availability of cargo, required support services (*including QAR inspection services for tankers*), berthing and ullage when tanker discharge is scheduled, and advise the MSC immediate senior in command (*ISIC*) as far in advance as possible of potential excessive delays and the associated cause(s).

(2) Ascertain, in the case of cargo ships, that the ship is, in all respects, ready to receive or discharge cargo on arrival.

(3) Ensure that all activities and personnel concerned with loading and discharging provide continuous and expeditious cargo handling services for the safe and efficient turnaround or in-port time of MSC Force ships.

(4) Ensure that when commercial services are required, the cognizant ship's agent: makes arrangements for pilots, tugs, linehandling crews and berth; is cognizant of the ship's orders; for tankers the type of product to be loaded or discharged; notifies local port officials concerning ship's arrival and, as appropriate, tenders the ship's Notice of Readiness and clears the ship for departure.

(5) Ensure utilization of available Navy or Army tugs, pilots and berthing facilities or commercial services available under Government contract when in the best interests of the Government, and when no substantial delay in ship turnaround will result.

(6) Furnish all possible assistance to expedite turnaround.

(7) Ensure that the ship is properly husbanded on a not-to-delay sailing basis.

(8) Assist the ship with compliance of port and local regulations, efficient operating procedures, safety precautions and submission of required reports.

(9) Ascertain whether any mail forwarded via military channels is on hand for the ship and assist the ship or its agent in obtaining such mail.

(10) Develop working procedures to implement these basic instructions.

2-17-4 LOCAL AGENTS

a. Contract and charter-operators and general agents maintain local representation at most ports of call through agency agreement with local private concerns which are in the business of serving commercial ship operators. These local agents are considered essential to the economical and efficient operation of MSC Force ships. For the agreed fee, the agencies perform their services day or night on a 24-hour basis including weekends and holidays.

b. MSC representatives are encouraged to utilize the services of local agents to the fullest extent practicable. It is important to understand the duties and functions of the agents so that MSC representatives may properly conduct their port and logistics support coordination responsibilities.

2-17-5 FUNCTIONS OF LOCAL AGENTS

In performing their functions for contract and charter-operators and general agents, local agents will usually:

a. Make arrangements for commercial tugs, pilots, linehandling crews and berths.

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- b. Assist the Master in the entry and clearance in compliance with local regulations.
- c. Arrange the purchase and delivery of fuel, food, stores and supplies if purchased from commercial sources.
- d. Arrange for miscellaneous services such as launch services, attendance of doctors, watchmen, shipping commissioners, mail delivery and posting, repatriation of crewmembers, supply of currency and contact with appropriate maritime unions for crew replacements.
- e. Represent the company in a port by expediting completion of repair work and by assisting in handling claims and liabilities incurred by the ship.

2-17-6 DELAYS AND ANTICIPATED DELAYS (*MSC REPORT 3120-13*)

- a. Masters of MSC Force ships and ships' agents shall report delays and anticipated delays in turnaround and sailing schedules to the local MSC representative, including reasons for such delays. These representatives shall refer unusual causes for delays, which cannot be resolved locally, to the MSC Area Commander by telephone or message. MSC representatives shall report all significant delays in writing to the MSC Area Commander with a copy to COMSC.
- b. Tankers. For MSC Force tanker delays, the Sealift Operational Task Group Commander and COMSC shall be informed of terminal conditions, ship operating procedures or personnel situations resulting in slow turnaround.
- c. T-AGOS. Masters shall report any delay in sailing known or anticipated beyond the 4-hour MOVREP time constraint. Such messages will be of immediate precedence, be addressed to the operational commander information to COMSC, the MSC Area Commander and appropriate T-AGOS Project Office and/or MSCO.
- d. Delay and Anticipated Delay Reports are assigned Report Control Symbol MSC 3120-13.

2-17-7 CONTRACT OPERATOR PORT PERSONNEL (*CONTRACT-OPERATED USNS ONLY*)

Port engineers, port captains, port stewards, inventory supervisors and paymasters of the contract operator, upon arrival at a port to attend a USNS ship under the conditions of the contracts, should report their presence promptly to the local MSC representative having cognizance in the immediate port area.

2-17-8 LABOR DISPUTES IN MARITIME INDUSTRY

a. Overall responsibility of Navy interest in contract or labor disputes is exercised by the Assistant Secretary of the Navy (*Research, Development and Acquisition*). A strike or work stoppage within the maritime industry can seriously disrupt the ocean transportation of DOD cargoes. When the movement of DOD cargo is affected, MSC has direct concern and responsibility with regard to disputes involving strikes or work stoppages by U.S. maritime seamen; the Military Traffic Management Command (*MTMC*) has direct responsibility with regard to CONUS strikes or work stoppage affecting stevedores, railroads, trucks, airlift or terminal operations. The Deputy Director for Contract Administration Services (*DCAS*) of the Defense Logistics Agency (*DLA*) has direct concern and interest with regard to work stoppages in POL refineries and terminals in CONUS which affect military petroleum supply.

b. COMSCINST 4360.1C, *Subj: Policy and Guidance Concerning Civilian Labor Disputes in the Maritime Industry*, promulgates policy to MSC subordinate commands concerning labor disputes in the maritime industry.

CHAPTER 3 – FORCE PROTECTION

SECTION 1 - *PHYSICAL SECURITY*

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3-1-1 GENERAL

a. Policy

(1) Navy's Force Protection Policy is to protect Navy military and civilian personnel, family members, resources, facilities, equipment and ships from terrorist attacks. Physical security guidelines, as established and when implemented, safeguard MSC from unauthorized access and potential terrorist attacks, espionage, sabotage, damage and theft.

(2) COMSCNOTE 5530 of 12 Feb 1999 promulgates to MSC's commands and ship Masters current procedures and responsibilities for compliance with Department of Defense and Department of Navy directives on Force Protection. COMSCINST 5530.3B, *Subj: MSC Ship Physical Security*, is the primary reference on physical security matters and should be read in conjunction with this section. It is applicable to all MSC ships (*RRF, USNS and time chartered*) and addresses some of the following subjects:

- (a) Minimum physical security standards
- (b) A four-tiered group of guidelines for implementing threat condition measures (*CONDITION ALPHA, BRAVO, CHARLIE and DELTA*)
- (c) Physical security responsibilities
- (d) Public affairs guidance
- (e) Guidance on the use of force
- (f) Shipboard Security Engagement Tactics Training
- (g) Security lighting
- (h) Use of technology as a Force Multiplier

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(3) The ultimate responsibility for the safety and security of an MSC ship, its cargo and its crew rests with the Master of the ship. Masters will be assisted, as required, in carrying out their responsibility by MSC, other Navy and DOD commands and host nation authorities.

(4) Type Commanders, Area Commanders and Operational Task Group Commanders are responsible for maintaining constant cognizance of each MSC ship within their respective area of responsibility. They shall:

(a) Provide, or coordinate through operational chains of command or U.S. Defense Attaché Offices, the necessary personnel and equipment to augment security for each ship, as required.

(b) Keep the Master informed of the threat environment, and any action or potential action, which may be required by both parties to improve security.

b. In-port Security

(1) Masters shall meet the minimum security requirements of COMSC 5530.3B instruction, which include maintaining watches at all active accesses at all times when in port. Gangway/ramp watches shall maintain strict access control of all personnel and material entering or leaving the ship. Roving patrols shall maintain a constant lookout over the ship's outer perimeter. The ship's outer perimeter is defined by the Master and when pierside or at anchor shall include, at a minimum, the ships hull and all mooring points. All incidents or unusual circumstances shall be reported immediately to the deck watch officer. Additional security watches shall be utilized when deemed necessary or as directed. Watchstanders will not normally be armed unless a situation exists that requires individual protection from an immediate possible lose of life or is deemed necessary at the discretion of the Master.

(2) Masters shall provide to the MSC representative a crew list of ship personnel who go ashore, if requested. The crew list shall contain only enough information to facilitate the crewmember's re-entry into the port facility through port security procedures. Additionally and when required by MSC, the Master shall coordinate with responsible parties and provide a list of all agents, vendors and contract personnel. This list shall include names of individuals who will enter the port facility and/or board the ship and the approximate time of their arrival at the port facility. If required, the Master shall provide list of crewmembers to the U. S. Embassy or Consulate representatives upon arriving each foreign port.

c. At-sea Security

(1) When in areas of political unrest or known pirate waters, Masters shall take whatever precautions are necessary or directed to ensure the safety and security of the ship, cargo and crew. Such precautions include but are not limited to:

(a) Comply with existing THREAT CONDITION measures imposed by the Operational Commander.

(b) Obtaining current threat assessment from the MSC Area Commander and alert the crew to the threat.

(c) Post additional watches/roving patrols.

(d) Establish perimeters/barriers.

(1) Outer perimeter shall be defined using guidelines provided in existing THREAT CONDITION measures. Assigned ship's force will guard this perimeter, if the Commander does not provide augmented security or until such augmented security is in place. Use of shipboard radar and/or thermal imaging/CCTV surveillance system, if installed, is preferred.

(2) Secondary perimeter shall be the ship's hull and guarded by ship's force.

(3) Inner perimeter will be accesses to the ship itself and shall be protected by locked doors.

(2) A defensive posture providing adequate warning is the single most important security concept applicable. However, the ship's crew must be able to react to the warning, without an effective reaction an adequate warning is useless.

d. Additional Security

(1) Masters will request augmented security requirements from the Operational Commander in accordance with existing physical security threat condition guidelines.

(2) Using extra officers and crewmembers to supplement the required ship watches, is permitted whenever calling at a high risk port, when in known pirate waters or when deemed prudent by the Master. However, such additional security shall not be

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deemed to be required by MSC for purposes of reimbursement unless specific prior written authorization is given by appropriate MSC personnel. To obtain reimbursement, verification of MSC authorization must accompany the invoice for the additional security services.

(3) Any commercial guard or watchmen services being considered for employment onboard MSC ships must first receive approval by the Program Managers and COMSC (N3/5).

(4) Sponsor personnel onboard MSC ships shall maintain the security of their designated spaces at all times. Sponsor personnel will comply with all Navy/MS Force Protection standards, participate in all security training and drills and be assigned to the security force under the direction of the Master. In an emergency, the ship's crew and sponsor personnel will assist each other, as required, in maintaining the integrity of the ship.

3-1-2 SMALL ARMS MANAGEMENT

a. Policy

(1) The Chief of Naval Operations (CNO) mandates a Physical Security Program to protect government property and requires that there be sufficient means to provide that protection.

(1) All CIVMAR manned ships, activated RRF ships and chartered/contract operated ships whose contract requires, will be provided GFE small arms, ammunition and small arms storage containers.

(2) Small arms are required onboard all MSC ships for the security of the ship, crew and cargo. Small arms are for onboard ship use only. Small arms can be removed from the ship for required qualification and training evolutions.

(4) The Master must specifically authorize the issuance of small arms and their use governed by specific rules of engagement (ROE).

(5) Individually owned weapons and ammunition are prohibited on MSC ships, with the exception of a handgun owned by the Master or customarily provided by the ship's owner/operator. Security for the Master's handgun will be the same as that for all other ship's small arms.

(6) There shall be a minimum of five (5) or more personnel on board (or number required by contract) who are small arms qualified to meet ship's security bill. If another instruction or governing document requires a particular ship or class of ships to meet a higher standard, then the ship(s) shall meet that higher standard. This complement shall be maintained at all times.

b. Responsibility

(1) COMSC (N3/5) is the single point of contact for small arms allowances and allowance change requests.

(2) COMSC (N4) shall generate small arms requirements as requested by Program Managers to fill initial ship allowance outfitting.

(3) Masters are responsible for maintaining on board their ship the required type and quantity of weapons. All small arms shall be secured in approved small arms storage containers when not in use. Key control for the small arms storage container shall not be delegated beyond the deck officer of the watch.

(4) Operational Commanders deactivating ships with GFE small arms shall ensure full accountability for all weapons assigned and prepare, as required, surveys or other required reports for all missing weapons.

c. Accountability. Each unit/activity will record and maintain accurate data on the types, quantities, location and serial numbers of all small arms. Additionally, a 100 percent physical count, by serial number, shall be taken at each change of command and during all security or material inspections.

d. Reporting

(1) GFE small arms brought aboard MSC units/activities, *afloat and ashore*, are subject to control. Every action that changes the location or quantity of small arms shall be reported to the Navy Registry. These actions include receipts, surveys, turn-ins, shipments and transfers. The address for reporting is **Commander, Naval Sea System Command (Code PMS 340Z7), 2531 Jefferson Davis Hwy, Arlington VA 22242-5160**.

(a) An annual serial number reconciliation with the Navy Registry will be accomplished for all GFE small arms. Crane Division, Naval Surface Warfare Center will provide each unit/activity with a records sheet (*Small Arms/Weapons Asset List* -

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834(DSR) - Activity Verification List) listing the small arms assigned to them by NSN, nomenclature, serial number and quantity. This is to be signed by the individuals conducting the annual inventory and the Master and returned to NSWC Crane with a copy to COMSC (N3/5).

(b) Each activity or unit will conduct quarterly inventories utilizing the most recent small arms and weapons asset list (R-834) furnished by NSWC Crane.

(2) All missing, lost, stolen or recovered GFE shall be surveyed and/or reported in accordance with SECNAVINST 5500.4G, *Subj: Reporting of Missing, Lost, Stolen or Recovered (M-L-S-R) Government Property*. All missing lost, stolen or recovered non-GFE small arms and ammunition shall be reported immediately to the local authorities, including the nearest USDAO when in foreign ports. Additionally, a formal report, detailing the specifics of the incident, shall be sent to the MSC operational commander, COMSC (N3/5) and the respective Program Manager.

e. Unserviceable GFE Small Arms. Small arms and weapons that are beyond the capability of organizational level maintenance/repair will be shipped to Receiving Officer, NSWC Crane or turned in to the nearest Navy shore supply activity for transshipment to NSWC Crane. Requisitions must be submitted for replacement small arms.

g. Quantities. Figure 3.1.1 identifies, by ship class, the minimum small arms required onboard each MSC ship. Requirements for MK 87 Mod 1 are identified in individual charters/contracts. Small arms requirements exceeding the minimum are identified by COMSC (N3/5) in coordination with the Program Managers.

QUANTITIES OF SMALL ARMS				
SHIP CLASS	SHOTGUN 12GA	RIFLES 7.62MM	PISTOLS 9MM	MK 87 MOD 1 LINE THROW KIT
AE	20	10	12	15
AFS/AO	4	8	6	15
AG/AGM/AGOS/AGS/ARC	4	2	6	4
AH	8	6	10	8
AK MCDS	4	4	6	6
AVB	4	2	6	4
ATF	2	2	6	4
MPS	4	2	6	4
FSS/LMSR	4	2	6	4
RRF	4	2	6	0
Time Charter, large	4	2	6	0
Time Charter, small	2	2	4	0

FIGURE 3.1.1

h. Small Arms Locker

(1) All ships with government furnished small arms will be provided a Small Arms Locker that meets existing AA&E requirements.

(2) Small Arms Locker installation plan will be approved by COMCS (N3/5) prior to installing locker. Program Manager will provide detailed locker installation plans.

i. Line Throwing Kits. Certain CIVMAR manned, contract operated and/or chartered ships are required to have the capability to conduct Underway Replenishments (*UNREP*). This can only be accomplished through the use of the MK 87 mod 1 line throwing kit, which attaches to an M14 rifle. All line throwing kits and related accessories will be GFE.

3-1-3 AMMUNITION MANAGEMENT

a. Policy

(1) Ships with government-furnished small arms will be provided a shipfill ammunition allowance, and a Non-Combat Expenditure Allocation (*NCEA*), training ammunition allowances if required. Shipfill ammunition is for use other than training. The authorized quantity of shipfill ammunition is required to be onboard at all times. Shipfill ammunition is classified confidential, *NCEA* is unclassified.

(2) COMSC will annually sub-allocate *NCEA* to MSC Area and Squadron Commanders as appropriate. Area and Squadron Commanders will further sub-allocate *NCEA* to ships as required for small arms training.

b. Responsibility

(1) Ammunition Manager. COMSC N3/5 is the Major Claimant Ammunition Manager and will:

(a) Maintain the Consolidated Ammunition Integrated Management System (*CAIMS*) terminal and maintain oversight of all ammunition issues.

(b) Determine quantities of shipfill ammunition required and establish allowances accordingly.

(c) Submit annual Non-Combat Expenditure Requirements (*NCER*) to the Naval Ordnance Logistics Center (NALC).

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(2) Training. COMSC N1, as the training coordinator, will:

(a) Coordinate with the Ammunition Manager for ammunition augments and changes in COMSC sub-allocations.

(b) Submit annual NCER to the ammunition manager (N32).

(3) Ship Masters will coordinate with their respective Program Managers for NCEA. Periodically review their shipfill ammunition allowances and submit allowance change requests as required. Allowance change requests must be endorsed by COMSC WASHINGTON DC//N32// and NAVSURFWARCENDIV CRANE IN//4093//. Info AMMOLANT or AMMOPAC as appropriate. Allowance change request shall include NALC, old quantity, new quantity and justification. Allowance change requests must be endorsed by NAVSEA and COMSC.

c. Accountability. The quantities of all GFE small arms ammunition at each MSC unit are visible in CAIMS. Every action that changes the location or quantity of ammunition, including expenditures, turn-ins, surveys, receipts and issues, must be reported to CAIMS as an ATR. Masters shall maintain constant inventory of all GFE ammunition onboard.

CHAPTER 3 - SECURITY

SECTION 2 - INFORMATION SECURITY

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3-2-1 GENERAL

The requirements for safeguarding classified information onboard MSC Force ships originates from two directives. SECNAVINST 5510.30A, *Subj: DON Information and Personnel Security Program*, applies to all USNS CIVMAR manned ships. To the extent that operating contracts, charters or GAAs contain requirements for access to and handling of classified information, the contractor (i.e., contract-operator, charter-operator, or general agent and their employees) shall comply with the latest edition of DOD Directive 5220.22-M, *Subj: National Industrial Security Program Operating Manual*. The contents of this section provides a general indoctrination to procedures for safeguarding classified information. It is not intended to replace the basic instructions noted above.

3-2-2 SECURITY CLEARANCES (CONTRACTORS ONLY)

a. Facility and Personnel Clearance. Operating contracts and GAAs shall specify shipboard and shore positions, if any, that are required to have security clearances and the level of clearance required (i.e., **TOP SECRET, SECRET and CONFIDENTIAL**). The contractor's facility will be cleared by the Defense Security Service (DSS) and the Facility Security Officer (FSO) will be processed for clearance by the DSS Cognizant Security Agency. All other contractor personnel clearances, *both afloat and ashore*, shall be processed by the contractor FSO. A determination and granting of the personnel security clearance will be made by the Defense Industrial Security Clearance Office (DISCO) which is located in Columbus OH. Contractors are no longer permitted to grant clearances and must comply with the current policy. Contractors will be provided a copy of the latest edition of the DOD 5220.22-M, *Subj: National Industrial Security Program Operating Manual*, for their use concerning information security matters.

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b. Security Inspection and Assistance

(1) The cognizant security office is the DSS Regional Office which has jurisdiction over the geographical area in which the contractor's facility is located. This office will administer the Industrial Security Program as it applies to the contractor, and will provide assistance on security matters upon request. DSS personnel will make periodic security inspections of the contractor's facilities to ensure compliance with industrial security regulations. In addition to the inspections by DSS, periodic security inspections of contract-operated T-AGOS ships will be made by Naval Criminal Investigative Service (NCIS) or their representatives.

(2) Security discrepancies noted during any inspection will be brought to the direct attention of the cognizant DIS office which will in turn notify the contractor to take immediate corrective action.

(3) Masters may request assistance of MSC subordinate commands or MSC representatives on matters regarding handling of classified information.

c. Issuance of Classified Material. Issuance of classified matter to authorized persons (*i.e., cleared by cognizant security office*) shall be on a "need-to-know" basis only. Prior to the issuance of classified matter to contractor personnel, including shipboard personnel, every unclassified source of information shall be explored and utilized. Classified information shall not be disclosed to any unauthorized person. Contractors shall ensure that all company personnel requiring access or custody of classified material have been instructed in the proper handling and safeguarding of classified matter.

d. Information for Local Agent. Disclosure of classified information to a contractor's local agent who has not been properly cleared for access to classified material is not authorized.

e. Basic Safeguards. Classified information and material of any category must be safeguarded against the possibility of an unauthorized person or persons obtaining knowledge of it. This is accomplished primarily by:

- (1) Thorough indoctrination of personnel.
- (2) Maintaining proper custody.
- (3) Thorough destruction when appropriate.

(4) Limiting accessibility to those who "need-to-know" with the appropriate security level.

(5) Constant awareness that a hostile intelligence service agent may be trying to obtain any information that is not carefully protected.

f. Written Practices and Procedures

(1) Contractors will prepare and maintain written security practices and procedures which are to be implemented onboard MSC Force ships under their cognizance. These practices and procedures will be compiled with the assistance of the appropriate DIS Regional Office, based on the applicable provisions of the Industrial Security Manual for Safeguarding Classified Information and will provide the criteria upon which shipboard security is based.

(2) T-AGOS Only. The contractor's written security practices and procedures are subject to review by T-AGOS Project Office and COMSPAWARSYSCOM (*SURTASS only*).

3-2-3 HANDLING OF CLASSIFIED INFORMATION (*CONTRACTORS ONLY*)

a. General. The classification of defense information shall be determined by the Government. The authorized recipient shall be notified of such classifications by means of DD Form 254 in the operating contract, charter or GAA. The recipient shall safeguard the information by clearly indicating on all subsequent material related thereto the applicable classification marking, and by maintaining the security controls as established in the DOD National Industrial Security Program Operating Manual.

b. Marking

(1) Correspondence and documents which are not bound such as letters, reports, messages, pamphlets, charts, logs and similar documents shall be marked with the appropriate classification at the top and bottom of each page and at the beginning of each paragraph. Classification markings shall be applied so as to be clearly visible when pages are clipped or stapled together. On each classified document, the subject or title shall be followed by its own classification in parenthesis. When possible, a classified document shall be assigned an unclassified subject or title.

(2) In addition to required classification markings, classified defense material will be marked with the appropriate notation prescribed by Chapter 4, paragraph 4-202 through 4-208 of the DOD National Industrial Security Program Operating Manual, OPNAVNOTE 5510 of 16 OCT 96 and Executive Order 12958.

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(3) Documents and material which are regraded shall be marked or stamped (*not typed*) with the new classification and in accordance the DOD National Industrial Security Program Operating Manual, paragraphs 4-216 through 4-217.

c. Receiving, Recording and Accounting

(1) All classified information furnished by the government shall be received and recorded. The record maintained shall include date of receipt or dispatch, classification, an unclassified description of the material and the activity which sent the material. Receipt and dispatch records shall be retained for 2 years from the date of the last entry. Accountability registers on **TOP SECRET** material must be maintained for 5 years after documents are transferred, down graded or destroyed.

(2) When classified material is received, the package shall be examined and any evidence of tampering reported promptly to the sending activity. If the shipment is in order, the receipt shall be signed and returned to the sender.

(3) The record of the receipt and reproduction of defense material is subject to inspection by the cognizant security office for industrial security matters.

d. Storage

(1) Information or material classified **SECRET/CONFIDENTIAL**, when not in use, shall be stored in accordance with DOD Directive 5220.22-M, *National Industrial Security Program Operating Manual*, chapter 5, paragraphs 5-303 and 5-304.

(a) In a locked safe (*class 3 through 6*) originally procured from a Federal Supply Schedule (*FSS*) supplier and bearing a General Services Administration (*GSA*) Test Certification.

(b) A steel file cabinet secured by a steel bar and a three-position, dial type changeable combination padlock. The keepers of the steel lock bar shall be secured to the cabinet by welding, rivets or bolts so that it cannot be removed and replaced without leaving evidence of the entry. NAVADMIN 22/95 requires that all mechanical combination locks of GSA approved security containers, vault doors, doors to secure rooms and SCIFS, used for protection of **SECRET** material and above, be retrofitted with the XO7 electromechanical combination lock which meets federal specifications FF-L-2740.

(2) Only a minimum number of authorized persons shall possess the combinations to the storage containers or have access to the information stored therein. Safes and other containers in which classified information is stored shall be kept locked when not under the direct supervision of an authorized person entrusted with the combination or the contents.

(3) Classified materials when in actual use by authorized personnel, shall be protected as follows:

(a) Kept under the constant surveillance of an authorized person, who is in a physical position to exercise direct security controls over the material.

(b) Covered, turned face down, placed in storage containers or otherwise protected, when unauthorized persons are present.

(c) Returned to storage containers as soon as possible after use.

e. Transmission. Transmission of classified material shall be in a manner that prevents loss or unauthorized access.

(1) Contractors who designate cleared employees as couriers, handcarriers and escorts shall ensure that they are briefed on responsibilities to safeguard classified information, and that employee is provided written authorization to handcarry classified material as outlined in DOD 5220.22-M.

(2) Printed or written material classified **SECRET/CONFIDENTIAL** to be transmitted outside a facility shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and addresses of both sender and addressee. The outer cover shall be sealed and addressed with no identification of the classification of its material.

(3) No classified information or material shall be transmitted outside the continental United States and Alaska, Hawaii, Puerto Rico or a United States possession without the specific approval of, and in accordance with the instructions issued by COMSC; in the case of T-AGOS ships, by the Fleet Commander or COMSC.

(4) **CONFIDENTIAL** may be transmitted by one of the following means:

(a) Registered mail through U. S. Army, Navy or Air Force postal facilities (*FPO/APO*).

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(b) An appropriately cleared contractor employee who has been designated by the cleared contractor and briefed on the responsibilities for safeguard of the classified information.

(c) A U. S. civil service employee or military person, who has been designated by COMSC.

(5) **SECRET** may be transmitted by one of the following means:

(a) Registered mail through U. S. Army, Navy or Air Force postal facilities.

(b) An appropriately cleared contractor employee who has been designated by the cleared contractor and briefed on the responsibilities for safeguard of the classified information.

(c) A U. S. civil service employee or military person, who has been designated by COMSC.

(d) Commercial carriers when prescribed by the Fleet Commander or COMSC or his authorized representative.

(e) By electrical means over approved cryptographic communication circuits (*telephone, wire, radio or an intercommunication by the Fleet Commander or COMSC or his authorized representative*).

f. Reproduction. Reproduction of classified documents must be necessary in performance of prime contract or subcontract.

(1) All copies or reproductions of **TOP SECRET** classified material shall be treated with the same protection as the document being copied. Material shall be marked or stamped with the same classification level as the original document. Prior approval must be gained from the originating authority before reproduction of **TOP SECRET** material. **TOP SECRET** material must be managed in accordance with SECNAVINST 5510.30A.

(2) All copies or reproductions of **SECRET** classified material shall be treated with the same protection as the document being copied. Material shall be marked or stamped with the same classification level as the original document. Prior approval must be gained from COMSC before reproduction at the **SECRET** level.

(3) Contractors may reproduce **CONFIDENTIAL** material without prior authorization from COMSC but reproduction must be essential to the performance of the contract or subcontract in furtherance of a prime contract.

g. Destruction

(1) Except as specified in paragraph (2) below, classified information furnished by the Government shall be destroyed as soon as possible after it has served the purpose for which it was:

- (a) released by the Government;
- (b) developed or prepared by the Contractor, or
- (c) retained after completion or termination of the contract.

(2) The following classified information shall be destroyed only when destruction is authorized in writing by the contracting office or an authorized representative:

- (a) information for which instruction has been received as to its disposition,
and
- (b) cryptographic information.

(3) Destruction of classified information may be accomplished by one of the following methods:

(a) Printed or written defense information shall either be destroyed by burning, shredding, pulping, melting, mutilation, chemical decomposition or pulverizing. (*Pulpers, pulverizers or shredders may be used only for the destruction of paper products.*) For **TOP SECRET** material, two persons are required to witness during destruction and for **SECRET** and **CONFIDENTIAL** material, one person is required to witness the destruction.

(b) Classified material may be delivered to the local MSC or other military activity ashore for destruction.

(4) Classified waste such as preliminary drafts, carbon sheets, carbon ribbons, plates, stencils, work sheets and similar items containing classified information shall be destroyed as soon as practicable in accordance with the foregoing destruction requirements. Pending destruction, classified matter shall be given the same classification and safeguarded in the same manner as the material produced from it.

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(5) T-AGOS Only

(a) The SURTASS Mission Supervisor (*SMS*) shall be responsible for maintaining and implementing routine and emergency destruction procedures for classified material on the SURTASS T-AGOS ships.

(b) The Officer in Charge (*OIC*) shall be responsible for maintaining and implementing the routine and emergency destruction procedures for classified material on the Counterdrug T-AGOS ships.

(c) The Master and SMS/OIC shall jointly develop an overall Emergency Destruction Bill for classified material for each T-AGOS ship.

3-2-4 CLASSIFIED MESSAGES (*CONTRACTORS ONLY*)

a. Basic Requirements. Classified messages may be shown to and retained by the contractors and Masters who are cleared for the classification concerned. Pertinent extracts may be furnished to those who require the information, but such extracts shall not contain references to other messages and shall not be identified by the date-time-group of the message. Copies of classified messages shall be kept to an absolute minimum.

b. Receipts and Files. A receipt system shall be maintained to transfer custody of classified messages between the contract operator and/or the Master and MSC subordinate commands or other military activity. The Master shall maintain a file of classified messages in his custody separate from other ship's files, securely locked and accessible only to him. In the case of T-AGOS ships, at the Master is encouraged to maintain this classified file in the special mission spaces in a location accessible to him/her at all times. This file is subject to the classified material accountability system implemented by the SMS/OIC/Mission Commander (*MC*).

c. Messages Originated by Contractors. Messages originated by contract operators or contractors which may contain classified information shall be delivered by secure means to the naval communication center or MSC representative (*for T-AGOS ships, the MSC representative at the T-AGOS Office*) nearest the office of the contractor for delivery via the Navy Communication System. Naval communication centers or MSC activities will, on request, advise contractors concerning matters of secure communications and delivery.

d. Individual and Summarized Reports. Correspondence or communications revealing classified movements or schedules of individual MSC Force ships shall be classified in accordance with the highest security classification of information contained therein. Reports, or communications summarizing classified movements or schedules of two or

more MSC Force ships and T-AGOS ships shall be classified in accordance with the highest classification of the information summarized, but in no case less than **CONFIDENTIAL**. T-AGOS ship movements before, during and after a classified deployment will be classified **SECRET** unless specifically downgraded by the Operational Commander, or otherwise specified in the OPORD.

e. Outgoing Classified Messages

(1) Messages originated by Masters of MSC Force ships which may contain classified information, shall be delivered by secure means to the local MSC subordinate command, or other U. S. military or Government activity which has cryptographic facilities, for transmission.

(2) T-AGOS Only. Messages originated by Masters of T-AGOS ships which may contain classified information, shall be delivered to the SMS or OIC for transmission from the ship or, when necessary for further delivery to an appropriate off-ship transmission facility when in port.

3-2-5 NAVIGATIONAL LOGS AND RECORDS (T-AGOS ONLY)

Due to the sensitive and classified nature of the T-AGOS/SURTASS mission, the standard entries in the MSC/USCG required underway deck log must be amended. While the standard deck log will be maintained, its contents must remain unclassified; entries concerning ship's position, courses and speeds will be abrogated and replaced by the statement, "*Operating in accordance with (Fleet Commander) operation order (number).*" During these periods the ship's actual positions, courses and speeds will be maintained in a separate deck log which will be classified **SECRET**. This separate deck log will be signed and have the same legal status as the standard, unclassified deck log; however, this **SECRET** deck log will receive handling appropriate for **SECRET** material, as will other documents reflecting actual operational positioning data, such as navigational charts, operational messages, SATNAV tapes and course recorder tapes. Deck logs shall be forwarded to the cognizant T-AGOS office for retention in accordance with contract requirements.

CHAPTER 4 - COMMUNICATIONS AND ADP EQUIPMENT

SECTION 1 - COMMUNICATIONS

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Purpose	4-1-3
Scope	4-1-4

4-1-1 INTRODUCTION

a. It is the responsibility of N6 Directorate for C4S to plan and implement an effective communications strategy for MSC ships and shore stations. The strategy must meet the challenges of an ever changing operational environment. Today's requirements are an ever increasing demand for new information systems technologies.

b. In the peacetime to war continuum of the nineties and beyond, clear definition of the threat and prediction of mission are becoming increasingly difficult. The result is a requirement for MSC to be ready to respond over a wide range of missions and in the face of varied threats. These factors drive a requirement for affordable, flexible and responsive communications services for all force units.

c. For the MSC shipboard operational user, ship/shore communications services must provide for rapid expansion, be reconfigurable and sustainable for all ships classes, including mobilization of the Ready Reserve Force (*RRF*). The shipboard user's operational environment is dynamic and can rapidly change on a continuum from normal peacetime operations to surge/crisis/contingency and sustainment operations. The diverse nature of the MSC force in terms of missions, functions, ship class, and manning makes it necessary to have a comprehensive communications manual that provides the policy and guidance necessary for staff and shipboard personnel to fulfill their communication duties and responsibilities.

4-1-2 UTILIZATION OF THE MSC COMMUNICATIONS POLICY AND PROCEDURES MANUAL

The "*MSC Communications Policy and Procedures Manual*" (*COMSCINST 2000.2*) is the mandated publication for MSC force compliance of policy and procedures for communications within MSC. The MSC operational shipboard user exists in a dynamic operational environment the only constant is change. Therefore, this manual will be a living document and reflect the user's current environment. It will be continually evaluated and updated and provide a mechanism for system upgrade and integration as the user's environment changes and mission requirements evolve.

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4-1-3 PURPOSE

The Communications Policy and Procedures Manual (*COMSCINST 2000.2*) summarizes and collects MSC communications services policies and procedures into a single reference source (*not the only reference*) for the operational shipboard user. It additionally consolidates, articulates and interprets doctrine and policy from higher authority. While primarily intended for the MSC operational shipboard user, the manual also is intended as an MSC communications services reference source for MSC staff personnel and for external organizations which MSC supports or interacts with such as U.S. Transportation Command, Fleet Commanders in Chief, other services, other federal agencies, civilian agencies and commercial shipping interests.

4-1-4 SCOPE

The MSC Communications Policy and Procedures Manual (*COMSCINST 2000.2*) addresses the following:

- **Baseline Architecture/Future Strategy**
- **Mission Support Requirements**
- **Communications Architecture**
- **Ship/Shore Communications Services Policies**
 - **Reporting and Messaging Standardization and Uniformity**
 - **Common Operating Environment**
 - **SMIS and ADP**
 - **Commercial Communications Services Utilization**
 - **INMARSAT**
 - **cc:MAIL/E-Mail**
 - **Telex**
 - **Personal Communications Services**
 - **High Frequency (HF) Usage**
 - **GMDSS Implementation**
 - **COMSEC/INFOSEC**
 - **Personal and Public Correspondence Communications**
 - **Amateur Radio and Military Affiliate Radio System(MARS)**
 - **Publications**
- **Ship/Shore Communications Procedures**
- **Annexes**
 - **Naval Fleet Auxiliary Force (NFAF)**
 - **Prepositioning Force (PREPO)**
 - **Sealift Force**
 - **Special Mission Support Force (SMS)**
 - **Area Commands (Comm Requirements)**
 - **Message Writing Guide/Report Formats**
 - **COMSEC/INFOSEC**
 - **System Description and Detail**
 - **Mobile Sealift Operations Center (MSOC)**
 - **MSC Force INMARSAT Directory**
 - **Acronyms/Glossary**

CHAPTER 4 - COMMUNICATIONS AND ADP EQUIPMENT

**SECTION 2 - ADP AND SHIPBOARD MANAGEMENT
INFORMATION SYSTEM (SMIS)**

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4-2-1 INTRODUCTION

a. Dependency on manual procedures, and primitive data communications resulted in a lack of timely and accurate information which not only inhibited the crew's efforts to effectively manage the ship resources, it also hindered shore-based commanders in their efforts to control and manage the diverse MSC fleet. The primary goal of SMIS is to provide all levels of shipboard management with the information needed to manage and maintain the operational readiness of the MSC fleet. MSC-furnished ADP equipment and peripherals successfully transformed outdated, manual procedures into faster, more accurate methods for recording data and planning. By utilization of ADP equipment, shipboard managers are given better control over scheduling work/hour, budgetary issues, planning maintenance and supply various actions.

b. MSC customized software and Commercial Off The Shelf (COTS) software is provided to support shipboard administrative, engineering, supply and medical functions by reducing administrative workloads, increasing operational readiness and improve the MSC mariner's way of life aboard ships. Today, MSC ADP equipment and peripherals is an integrated hardware/software LAN based system to facilitate all shipboard departmental functions (*i.e., Deck, Administration, Supply, Engineering and Medical*).

4-2-2 UTILIZATION OF THE AFLOAT ADP HELPDESK

a. The Afloat ADP Helpdesk will be responsible for assisting in the resolution of shipboard computer problems including Local Area Networks (LANs), hardware and MSC sponsored software. Software support includes COTS software, such as Windows, Word, EXCEL and customized SMIS software, such as Department Head Administration Management System (DHAMS), Supply Management (SM), Shipboard Automated Maintenance Management (SAMM), etc.

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b. All ADP problems/issues/requests should be reported to the Afloat Helpdesk to expedite the resolution of problems/issues/requests. The hours of operation for the Afloat ADP support Helpdesk is 24 hrs/day 7 days a week.

Helpdesk phone numbers and e-mail address:

**800-MSC-HELM (1-800-672-4356)
804-857-4974
SMIS, HELPDESK at MSCITS-PO**

**CONUS
Outside CONUS
e-mail address**

Ships caller will be provided an incident numbers if their problem is not immediately resolved over the phone. For follow-up information on trouble call status, the caller should keep a record of this incident number.

4-2-3 UTILIZATION OF THE AEL

a. The shipboard AEL is the primary document that is used to provide specific guidance as to the exact quantity of each item of hardware that will be required for each ship class. Also the specific types, models and options are listed to allow for standardization of the ADP complement aboard the ship. During the planning phase of any LAN installation, this document is referenced in order to determine what the specific ship's class is allowed. Material is then ordered or allotted based on the quantities that are listed. During a LAN Groom or Upgrade evolution, an inventory is taken of the SMIS ADP assets onboard the ship, which then allows a determination of which material should be replaced to be made. In addition, under equipped resources can be increased in quantity due to a comparison of the actual ships inventory and the proper AEL quantities. It is the intention of any LAN Installation, Groom or Upgrade, to provide the ship with the complete allowed complement of ADP equipment as allowed by the AEL.

b. The AEL, while used as one of the primary documents that provide guidance on ADP equipage levels, is not intended to be a totally static vehicle. During the on-going evolution of the shipboard LAN environment, there will be new requirements that periodically become apparent. Based on a careful review of these needs, there will be a draft copy submitted to MSC Afloat Infrastructure Division for final approval which will include a justification for the increase in levels of any equipment. Once the changes are approved, the new AEL will be used for guidance for future planning.

c. Suggestions to modify the AEL will be accepted from all sources, but the final decision to allow any modifications will be reserved for MSC Afloat Infrastructure Division.

4-2-4 ADP SECURITY

a. The LANs that are installed aboard MSC ships are categorized as “**UNCLASSIFIED**.” As such, they are not authorized for storage, processing or distribution of any data or programs that are considered to be either “**TOP SECRET**,” “**SECRET**” or “**CONFIDENTIAL**” The same restrictions that are imposed upon MSC ashore sites are enforced aboard ships.

b. There will be no allowance made for the processing of any classified information on the LAN. This is true in all cases, including the usage of any removable media (*e.g., floppy diskettes, Bernoulli disks, tape cartridges, etc.*), even if the workstation does not log on to the LAN during the usage of such material. The rationale for this is that once a computer is connected to the LAN, control of sensitive data would be lost. The SMIS workstations and all peripheral equipment attached to these units are not secure. There is always a chance that there could be some type of unauthorized distribution through either copying a file to a removable media, usage of an on-line service to the Internet or that an attachment to an e-mail document may occur.

c. To provide for the reviewing and processing of classified data, provisions are being made to procure and distribute laptop computers to all MSC ships. There will be one laptop per ship dedicated to classified processing. This method is cleared for the review and processing of sensitive data up to **SECRET**. The laptop will not be outfitted with any devices that allow for external communications, also there will be no connectivity to the LAN provided. The restriction to a stand alone setup will be the guidance in order to obviate any unauthorized data transmission. This laptop will be held under the custody of the ship’s Master and will be subject to all regulations and rules concerning the security of classified material/equipment. All floppy diskettes, or other data storage media, that are part of the complement of equipment supplied with the laptop will also be treated as classified, and as such, will need to be controlled in a like manner. In all cases, safeguarding of all classified ADP equipment/information will be the ships’ responsibility.

4-2-5 UTILIZATION OF GOVERNMENT EQUIPMENT (*GFM*)

Pursuant to the ownership status of ADP equipment, all government-furnished equipment and peripherals is considered to be Government property. As such, only authorized and official usage is allowed on for such equipment and software. Additionally, there are limitations as to what software may reside on a LAN or on the individual workstation. A listing of the authorized hardware/software can be obtained at the SMIS Helpdesk, or through the appropriate Area Commander.

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4-2-6 ADP ARCHITECTURE RESTRICTIONS

The LAN systems installed aboard MSC ships are designed to be consistent from ship to ship within the class. In order to simplify the maintenance of the LAN, and to guarantee that a minimal amount of effort is expended whenever a new person reports to a billet, no unauthorized changes are to be allowed with respect to the physical layout and placement of the LAN Hardware. This includes, but is not limited to, LAN Drops, File server location, STAR and Distribution Panel locations, Network printer location. In any instance where the ship would like to make a change to the existing configuration, they can contact either the Afloat Helpdesk or MSC Afloat Infrastructure Division (N6) to obtain both authorization and/or material for the proposed change. This can also be considered guidance for the addition of LAN drops throughout the ship. In all cases, the decision to either allow or disallow any change in the physical configuration of the LAN will be left to MSC Afloat Infrastructure Division.

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

SECTION 1 - PERSONNEL

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5-1-1 GENERAL

a. Personnel Readiness

(1) A COMSC objective is to maintain the Sealift Force to a uniform set of standards in terms of fleet readiness. Fleet readiness has three components - personnel, training and material readiness. As the Navy's Sealift TYCOM, COMSC is responsible for the personnel readiness of both active and reserve sealift forces. Personnel readiness includes the quantitative aspect of meeting total manning requirements and the qualitative aspect of providing the necessary skills for operations and maintenance.

(2) COMSC provides MSC Force ships to FLTCINCs for strategic sealift, direct fleet support and special mission support. These ships, including activated RRF ships, will not change operational (*CHOP*) to FLTCINCs until they are mission ready including sufficient personnel with the requisite skills to meet mission requirements.

b. COMSC CIVMAR personnel policies and procedures are contained in various Civilian Marine Personnel Instructions (*CMPIs*). No attempt has been made to reference or summarize this material since the primary purpose of the SOM is operational in nature. The primary COMSC instruction for CIVMAR manned USNS ships is COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*.

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c. Each operating contract, charter and GAA contain unique personnel requirements. The topics covered in this section are general in nature. In the event of conflicts between specific articles in this section and the provisions of operating contracts, charters or GAAs, the provisions of those documents will take precedence.

5-1-2 TURNOVER OF KEY PERSONNEL

a. The proper relief of Masters, Chief Engineers, Medical Services Officers (*MSOs*) and other key personnel is critical to maintaining the high state of fleet readiness required of all MSC Force ships. Pertinent ship and departmental orders, including such special orders as the situation may require, will be brought to the attention of relief officers. Care must always be taken to ensure that details and late changes are not overlooked in the turnover, and that proper log and recordkeeping are stressed to aid in effecting a proper relief process.

b. USNS CIVMAR Only. COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*, identifies specific requirements for the turnover and relief of key CIVMAR personnel.

5-1-3 VOYAGE DESCRIPTIONS IN SHIPPING ARTICLES (*CONTRACT-OPERATED USNS, CHARTERED AND GAA ONLY*)

a. General. This article contains recommended wording for the voyage description in shipping articles for voyages of certain MSC Force ships.

b. Policy

(1) The preparation of shipping articles is the responsibility of the ship operator. In order to comply with Revised Statutes, Section 4511 (*46 USC 564*) which requires, among other things, that shipping articles describe the nature and, as far as practicable, the duration of the voyage, the operator is obligated to describe the voyage with some particularity. In order to do this, the operator must look to MSC for sailing instructions.

(2) The operating requirements of MSC generally preclude the giving exact sailing instructions to cover an extended period of time. It is therefore necessary that the operator use broad, all-inclusive language to describe the voyage.

(3) The requirements of the U.S. Coast Guard for acceptable voyage descriptions in shipping articles will be complied with when issuing sailing instructions, yet the sailing instructions will contain voyage descriptions which will permit flexible operation of MSC Force ships.

c. Voyage Descriptions. The following voyage descriptions are approved and recommended for use on all voyages except those of short duration where the ports of call and termination of the voyage are definitely known, such as a voyage to a port for repairs. The period of 12-17 calendar months will customarily be used to indicate the probable duration of the voyage.

(1) Strategic Sealift Force Ships. The approved voyage description for shipping articles for Strategic Sealift Force ships engaged in point-to-point service is the following:

" . . . from the port of _____ on a tramp (tanker (freighter) ^{1/} voyage, either direct or via one or more coastwise ports, to ports on the United States Atlantic, Gulf, Pacific or Great Lakes Coast and/or to ports in the Caribbean Sea and/or South American and/or European ports and/or African ports and/or ports in the Far East and Near East and/or Australia and such ports and places in any part of the world as the Master may direct and back to a final port of discharge in the Continental United States, exclusive of Alaska, not exceeding 12 calendar months."

1/ Use applicable term.

(2) Naval Fleet Auxiliary and Special Mission Support Force Ships. The approved voyage description for shipping articles of Naval Fleet Auxiliary and Special Mission Support Force ships is the following:

" . . . from the port of _____ on a voyage for the purpose of (direct fleet support; ocean surveillance; oceanographic research; hydrographic surveys; cable laying, recovery and/or repair; missile telemetry) ^{1/} and related activities either direct or via one or more coastwise, intercoastal or foreign ports to a point or station or points or stations or will operate in the waters of the Atlantic and/or Pacific and/or Indian Oceans and/or Mediterranean and/or Caribbean Seas and such other ports, places, points, stations or waters in any part of the world as the Master may direct and back to a final port in the Continental United States, exclusive of Alaska for a term of time not exceeding 12 calendar months."

1/ Use applicable term.

(3) The following additional provision may be used when requested by the crew or by an official of any union representing all or some of the crew:

"It is also agreed that these Articles are to terminate upon completion of a coastwise, nearby foreign, foreign or intercoastal voyage in a port of the Continental United States, exclusive of Alaska."

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d. Action. Sealift TYCOM Group Commanders/MSC Area Commanders and Sealift Operational Task Group Commanders shall advise ship operators when the contemplated employment of an MSC Force ship may be determined with some certainty to extend beyond 12 calendar months in order that the necessary arrangements can be made by the operator for a longer voyage.

5-1-4 ADMINISTRATION AND CONTROL OF OVERTIME/PREMIUM PAY EXPENDITURES (USNS ONLY)

Masters of all USNS ships (*CIVMAR manned*) shall comply with the requirements of COMSCINST 5330.6D, *Subj: Procedures for Administration and Control of Overtime/Premium Pay Expenditures for Ship Operation/Sponsor-Requested Tasks on Ships Crewed by Civilian Mariners*. The instruction sets forth required actions which are directly applicable to reducing waste, fraud and mismanagement of government funds and controlling usage of sponsor reimbursable funds.

5-1-5 CITIZENSHIP REQUIREMENTS (CONTRACT-OPERATED USNS ONLY)

a. Contracts for operation of USNS ships require that all licensed officers and unlicensed crewmembers shall be citizens of the United States.

b. If security considerations permit and with prior approval of the COMSC Contracting Officer or his authorized representative, contract operators may fill an unlicensed crew vacancy with an alien while the ship is on a foreign voyage until the first return of the ship to a port in the United States. Such a request to COMSC must be by letter, message or by telephone and then later confirmed by letter or message.

5-1-6 MEDICAL PRE-EMPLOYMENT CHECKS (CONTRACT-OPERATED USNS AND CERTAIN CHARTERED SHIPS ONLY)

a. Applicability. This article is applicable to all contract-operated USNS ships and all MSC time-chartered ships assigned to the Diego Garcia operating area and those chartered ships which frequent this operating area on a recurring basis.

b. Medical Requirements. Each employee shall be certified by the designated maritime licensed physician to be "*medically and psychologically fit for duty at sea*" prior to assignment to a ship. The operator shall provide all crewmembers with medical multiphasic screening physical examinations in accordance with procedures found in COMSCINST 6000.1C (*MSC Medical Manual*) NAVMED P-117 (*Manual of the Medical Department U. S. Navy (Chapter 15)*) and requirements listed in the contract's statement of work. COMSCINST 6000.1C requirements shall be utilized as standards for the minimum "*fit for duty*" requirements. The physical examination should be recent

enough so that it will not lapse during the expected length of the ships upcoming mission assignment. To ensure that all elements of multiphasic screening have been satisfied, the following statement of fitness must be certified on each mariner's Physical Examination Report above the signature of the Designated Maritime Licensed Physician on SF 88, Block #77:

“(Mariner’s Name and Social Security Number) has been examined and found to be physically and psychologically qualified for duty at sea in an isolated environment in accordance with COMSCINST 6000.1C.”

Additionally, the certifying physician's typed/printed name and title will appear in block #79 with signature in the block to the immediate right.

c. Medical History. Crewmembers shall be carefully screened during the required multiphasic physical examination to ensure that they are in good physical condition, and not be accepted for employment if previously repatriated for a medical condition, unless a complete medical report from a licensed designated qualified specialist provides verification that the predisposing condition has been corrected or cured, and such report has been approved by the designated maritime licensed physician. The operator shall not supply crewmembers who have any existing health conditions which may potentially disrupt a ship’s routine or constitute a hazard to such person or others aboard ship even though the condition may be under control of medication. A high risk medical history shall subject the individual to immediate repatriation. The operator shall subscribe to the Report Service as well as the Casualty Report Service officered by the Marine Index Bureau (MIB). All crewmembers shall be carefully screened using the MIB pre-employment report service to ensure that they do not have a history of injuries aboard ship, and do not have a history of inability to perform the physical requirements of the position.

d. Medical Records. Medical records for each crewmember shall be developed by the operator prior to crewing to the ship. It shall be maintained aboard the ship to which the mariner is crewed and shall be updated appropriately. The medical record shall include, but not be limited to (1) a listing of all current medical diagnoses, (2) a listing of all medications currently prescribed, (3) International Certificate of Vaccinations PHS-731 (Rev 2-69) with sections on blood type, ophthalmic information and allergies completed, (4) medical history report, including but not limited to past history, review of systems, etc. (SF 93 shall be used as a guide), (5) physical examination report (SF 88 shall be used as a guide), (6) copy of current (within 1 year) electrocardiogram (for

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prospective crewmembers over age 40) and annually thereafter, (7) copy of chest X-ray taken within 1 year (renewals will only be required annually for persons 40 years of age or older except as may be required by symptoms or suspected condition) and (9) additional pertinent information (to be recorded on an appropriate form--SF 600- shall be used as a guide) which has been obtained since the last physical examination.

e. Responsibility for Medical Disruption. The operator shall be responsible for all costs incurred in providing emergency or other medical treatment, transportation and all other costs incident thereto for the care of medically or mentally unfit personnel and where the operator failed to screen employees in accordance with COMSCINST 6000.1C. Non-productive time occasioned by all such incidents shall be subject to off-hire provisions.

f. Final Authority for "Fit For Duty" Status. The final authority for determination of "fit for duty" rests with either the Area Command Medical Officers at COMSCLANT or COMSCPAC, or with the operator's designated maritime licensed physician.

5-1-7 IMMUNIZATIONS (USNS)

a. General. Masters, officers and crew who are embarked on vessels shall have received current immunizations in accordance with BUMEDINST 6230.15 and any other current guidance prior to assignment to the vessel.

b. Supplemental Immunizations. In addition to the foregoing, at any time COMSC may establish, through written policies or directives, immunization program for civil service mariners which shall apply with the same force and effect to Masters, officers and crew embarked on contract-operated vessels under this section, unless specified otherwise. The contractor shall ensure that all Masters, officers and crewmembers embarked on vessels subject to this contract comply with all such immunization programs. Notification of additional immunization requirements pursuant to this section shall be provided to the contractor by the Contracting Officer.

5-1-8 CREW IDENTIFICATION (CONTRACT-OPERATED USNS ONLY)

a. Contract operators will provide each Master and Chief Engineer with an identification card which shows the officer's name, description, position and his/her currently assigned ship.

b. Contract-Operated USNS (less T-AGOS). Masters, at foreign ports where it is deemed appropriate, will provide a crew list to the terminal or military guard post or local police, as circumstances warrant. This procedure is to be a matter of routine where close security is maintained in the pier (*terminal*) area.

c. T-AGOS Only

(1) Masters, at foreign ports where it is deemed appropriate, will provide a "**For Official Use Only**" crew (*mission and contract operator's crew*) list to the terminal or military guard post, as circumstances warrant. This procedure is to be a matter of routine where close security is maintained in the pier (*terminal*) area. The Master also shall maintain a crew list at the gangway. The SURTASS Mission Supervisor (*SMS*)/Officer in Charge (*OIC*)/Mission Commander (*MC*) will provide a list of all SURTASS technicians/military personnel onboard to be kept at the gangway during in-port periods. Military personnel will use their military identification cards.

(2) All crewmembers will be identified using their "*U. S. Merchant Mariners Document*." All SURTASS technicians will be identified using an approved identification card (*i.e., DD Form 398-D*). The SMS shall provide a sample of this identification card to the Master for use in familiarizing his gangway sentries with the proper identification.

5-1-9 SAFETY AND HEALTH CONSIDERATIONS AFFECTING STANDARDS OF DRESS, GROOMING AND HYGIENE (CIVMAR USNS ONLY)

COMSCINST 5100.17C, *Subj: Afloat Safety and Occupational Health Manual*, establishes policies and standards for food service personnel and persons required to wear oxygen breathing apparatus (*OBAs*), gas masks, fresh air breathing apparatus or any other respiratory devices.

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

SECTION 2 - MAIL

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5-2-1 GENERAL

a. This section applies to all MSC subordinate commands and activities, MSC contract-operated USNS, MSC time-chartered and consecutive voyage-chartered (CVC) ships and RRF ships. COMSCINST 3120.2D, *Subj: Administration and Operating Procedures for MSC Civil Service Manned Ships (USNS)* provides guidance and direction for CIVMAR manned USNS ships.

b. Topics covered in this section include guidance and procedures for addressing mail to Masters and crewmembers, preparing mail routing information to military mail routing authorities, use of military postal channels, mail processing and delivery and reporting unsatisfactory mail service.

c. Prompt mail delivery to personnel serving onboard MSC Force ships is a major factor in maintaining good morale. The Military Postal Service (MPS) is committed to providing all MSC Force ships with timely and efficient mail service. While military postal authorities do everything possible to expedite mail routing and positioning for delivery to ships, Masters must provide advance mail routing information and take positive action to obtain ship's mail. This advance information must be furnished by all MSC Force ships to the military mail routing authorities separate and apart from published operating schedules and movement reports. Article 5-2-8 outlines this requirement in detail.

d. MSC Force ships are entitled to either full or limited mail service. All CIVMAR manned and contract-operated USNS ships and Afloat Prepositioning Force (APF) chartered ships, due to their unique mission, are entitled to *full mail service*. MSC time-chartered (except APF charters), CVC and RRF are entitled to *limited mail service*.

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(1) Full mail service includes first, second, third and fourth class mail, (*to include letters and parcels*) and accountable mail (*to include registered, certified, insured*).

(2) Limited mail service includes first class letter mail, first, second, third and fourth class parcels and certified mail.

e. To assist each Master in obtaining ship's mail, Sealift TYCOM Group Commanders/ MSC Area Commanders will brief Masters on MPS policies and procedures. The initial briefing shall occur when the ship operator or general agent commences MSC service with follow-on briefings provided as requested. As a minimum, mail briefings will cover the following topics:

(1) Entitlements under the MPS.

(2) Requirements for Masters to file mail routing instruction messages.

(3) Leadtimes normally required to preposition mail to ensure its availability for pickup on arrival at ports of call.

(4) The effects of short-notice diversion and schedule changes on mail delivery.

f. The fact that a ship may be under Naval Control of Shipping (*NCS*) routing does not release the Master from his basic responsibility concerning mail delivery.

g. The designation of mail as "*air mail*" is to be avoided as first class mail is normally routed via air. "*Air mail*" is redundant and incurs unnecessary increased postage costs.

h. Masters should keep crewmembers informed regarding the type of mail service which can be expected in the area concerned, including the effect of diversions on mail service and the importance of using a correct, complete address and return address. Additionally, Masters should keep crewmembers informed of any changes in mail procedures.

5-2-2 USE OF POSTAL CHANNELS

a. Official or personal mail for crewmembers onboard MSC Force ships may be forwarded through the MPS, U. S. Postal Service or international postal services. The postal service chosen shall comply with information security requirements (*i.e., classification of ships movements and classification of material being mailed*) and should be the service which provides the most rapid and positive mail delivery to an individual ship, based on her operating schedule and available mail facilities at the ports being visited.

b. Use of the MPS will not normally be extended to ships under MSC service for 30 days or less. Accordingly, RRF ships participating in short-duration exercises of 30 days or less will normally use the U. S. Postal Service and international postal services.

c. MPS use is mandatory when an MSC Force ship is under a classified movement, or when classified material is being forwarded to the ship. Accordingly, for T-AGOS ships and other MSC Force ships with classified movements, both official and personal mail shall be forwarded through the MPS.

d. The authorization to use the MPS includes contract and charter-operators and general agents, their appropriate local port agents and crewmembers and persons corresponding with crewmembers. Unless security considerations dictate otherwise, the use of the MPS is optional.

e. If desired, and security considerations permit, domestic or international mail channels may be used to address mail to a ship in care of an office or agent in a domestic or foreign port. It must be clearly understood, however, that when these channels are used, military postal authorities are not responsible when mail is delayed or misdirected. Military postal authorities have no control over mail dispatched through domestic or international mail channels direct to ports of call. Masters or their local port agents are responsible for providing the postmaster concerned with disposition instructions for any mail which may arrive after the ship departs. Such mail should not be forwarded to a Fleet Post Office (*FPO*) for delivery unless enclosed in a separately addressed envelope or pouch (*see Article 5-2-5*) or the address on each piece of mail is changed to reflect the applicable FPO address. **CLASSIFIED MATERIAL WILL NOT BE SENT THROUGH INTERNATIONAL MAIL CHANNELS.**

5-2-3 AUTHORITY FOR USE OF MILITARY POSTAL SERVICE

a. Contract-Operated USNS and APF Chartered Ships

(1) The operators of these ships and their appropriate local port agents and crewmembers and persons corresponding with crewmembers are authorized to use the mail facilities of the MPS. Service includes first, second, third and fourth class mail (*to include letters and parcels*) and accountable mail (*to include registered, certified, insured*).

(2) Ship's official business mail should be addressed to the Master and may go by registered mail when deemed appropriate. See Article 3-2-3 for requirements on mailing classified information by registered mail.

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b. MSC Time Chartered (less APF chartered), CVC and RRF Ships. The operators and general agents for these ships and their applicable local port agents and crewmembers and persons corresponding with crewmembers are authorized to use the mail facilities of the MPS. The service includes first, second, third and fourth class letter mail; first, second, third and fourth class parcels and certified mail. Registered mail CANNOT be sent to these ships through the MPS.

5-2-4 MAILING ADDRESS

a. Fleet Postal Service

(1) Contract-Operated USNS and APF Chartered Ships

(a) All mail forwarded to these ship's using the MPS system must be addressed with the appropriate FPO name and the ship's unique nine-digit zip code. The first five zip code digits relate to the assigned FPO and mail service and the last four are ship unique. COMSC will advise each operator of the assigned FPO and zip code upon commencing MSC service. The assigned FPO and zip code changes only when directed by COMSC. COMSCINST 5000.21A, *Subj: Command Address Directory*, lists zip codes for all USNS and MPS ships. Up-to-date Zips for Ships also appear on a cc:Mail Bulletin Board.

(b) Official mail should be addressed to the Master and forwarded as first class or registered mail. Personal mail should be addressed to the individual by name and forwarded as first class mail. Examples of addresses to be used are:

CONTRACT-OPERATED USNS SHIPS	
OFFICIAL MAIL	PERSONAL MAIL
Master _____ USNS _____ (T-AK__) FPO AE (<u>zip code</u>) or FPO AP (<u>zip code</u>) or FPO AA (<u>zip code</u>)	John M. Doe, 1st Mate USNS _____ (T-AK__) FPO AE (<u>zip code</u>) or FPO AP (<u>zip code</u>) or FPO AA (<u>zip code</u>)

APF CHARTERED SHIPS	
OFFICIAL MAIL	PERSONAL MAIL
Master SS _____ (MSC) FPO AE (<u>zip code</u>) or FPO AP (<u>zip code</u>) or FPO AA (<u>zip code</u>)	Mr. A. B. Seaman SS _____ (MSC) FPO AE (<u>zip code</u>) or FPO AP (<u>zip code</u>) or FPO AA (<u>zip code</u>)

(c) MSC in parentheses must be used in the address of APF chartered ships to indicate that these ships are operating for MSC.

(2) MSC Time Chartered (less APF charters), CVC and RRF Ships

(a) All mail forwarded to these ships by the MPS system must use the appropriate FPO name and ship's unique nine-digit zip code. The first five zip code digits relate to the assigned FPO and mail service and the last four digits are unique to each ship. COMSC will advise each ship operator and general agent of the assigned FPO and zip code upon commencing MSC service. The assigned FPO and zip code changes only when directed by COMSC.

(b) Official mail should be addressed to the Master and forwarded by first class mail. Personal mail should be addressed to the individual by name and forwarded by first class mail. Examples of addresses to be used are:

OFFICIAL MAIL	PERSONAL MAIL
Master SS _____ (MSC) FPO AE 09505-plus 4 digits or FPO AP 96605-plus 4 digits	Mr. A. B. Seaman SS _____ (MSC) FPO AE 09505-plus 4 digits or FPO AP 96605-plus 4 digits

(c) MSC in parentheses must be used in the address of mail to indicate that these ships are operating for MSC.

(3) All incorrectly or incompletely addressed official and personal mail will be returned to the sender. Crewmembers should advise their correspondents of the correct mailing address.

(4) Official or personal mail should not be addressed in care of an MSC Office or representative.

(5) Letters and parcels addressed to the Master or crewmembers as outlined above can be mailed from any place in the United States or from any foreign country. All letters must have adequate domestic or international postage consistent with destination of the letter (*FPO AE, AP or AA*).

b. International Postal Channel and Regular Domestic Postal Channels. Mail addressed to the Master or crewmembers in care of a shipping company, agent or other commercial or private address shall have postage affixed at the prevailing domestic or international rate.

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c. Return Address. Letters originated by crewmembers may use the FPO address above or the address of the operating company as their return address.

d. Forwarding and Returning Mail. If mail is received after a crewmember leaves the ship, Masters shall either forward the mail to an address left by the previous crewmember or return it to the sender. If mail is received by the operating company, they shall forward the mail to the appropriate ship or if the crewmember has left the ship, the mail shall be forwarded to an address left by the crewmember or returned to the sender.

5-2-5 PROCESSING MAIL FOR ENTRY INTO THE MILITARY POSTAL SERVICE

a. Correspondence addressed with a FPO address may be mailed in any mail box in the United States or from any foreign country.

b. Mail received by contract or charter-operators or general agents which is addressed to crewmembers may be handled in bulk and entered into the MPS system in the following manner.

(1) Enclose first class mail in a covering envelope or pouch for each individual ship. The covering envelope or the pouched mail tag shall be addressed to the Master, name of ship and FPO as outlined above.

(2) The covering envelope or tag should also bear the following endorsement:

CONTENTS:	MSC (Merchant Marine) (First Class Mail Prepaid) Forwarded in bulk
------------------	---

AUTHORITY:	Post Office Department, Bureau of Operations
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(3) Deposit at any convenient post office or mail box.

5-2-6 DELIVERY OF MAIL TO SHIPS FROM THE MILITARY POSTAL SERVICE

a. When a ship is in or scheduled to call at a continental U. S. port, mail having an FPO address will be delivered by the U. S. Postal Service to the local U. S. post office in the port of call. Local postal authorities will not normally deliver mail to ships.

b. Beyond the continental limits of the U. S., mail having an FPO address will normally be forwarded to the next port of call where a military post office is available. Military postal authorities will not normally deliver mail to ships.

c. MSC commands and representatives are not responsible for mail delivery to ships. They will, however, maintain liaison with local port agents and Masters and render all possible assistance in obtaining mail for MSC Force ships. To the maximum extent possible, MSC representatives will ensure that local port agents deliver the mail when the ship first makes port. In the absence of local port agents and in the case of CIVMAR manned USNS ships, if an MSC representative is located at the port, the representative will, if possible, provide for initial mail delivery. Follow-on mail delivery is the Master's responsibility. MSC personnel will provide specific information to each Master as to where and when mail may be claimed on subsequent days in-port.

d. MSC representatives shall satisfy themselves that the Master has submitted future mail routing information to cognizant mail routing authorities and MSC boarding officers will ensure that Masters are aware of the contents of this section during the ship's port call.

e. Masters are primarily responsible for obtaining mail in all ports of call. If mail is not delivered to the ship at a U.S. or foreign port, Masters should contact, as appropriate, the following to ascertain whether mail is on hand for the ship:

- 1st - Local port agent (*It is the responsibility of the operating company local port agent to obtain mail from military postal authorities and ensure delivery to the ship.*)**
- 2nd - The nearest U.S. military post office (*Navy, Army, Air Force*)**
- 3rd - Local civilian post office**
- 4th - U.S. Consulate**
- 5th - MSC Command or MSC representative (*for Donges, FR only, contact DFQAO*)**

f. To establish identification and authority to obtain mail from military postal authorities, MSC contract, time-charter and CVC operators and RRF ship operators should furnish all overseas agents with letters of authorization to receive mail for their respective ships. In the case of contract-operated USNS and APF chartered ships having overseas agents that are U. S. citizens, these letters should contain authority for the agent to receive registered mail. Non-U. S. citizens are not authorized to receive registered mail. Under these circumstances, the Master, his authorized representative or the MSC representative is required to receipt for such mail. MSC representatives in overseas areas will endorse letters of authorization issued to agents.

g. Contract-Operated USNS Only. DD Form 285 (*Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly*) serves as an identification certificate for crewmembers authorized by the Master to pick up ship's mail at military post offices.

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h. Mail for Off-Hire Ships. Mail received at an FPO addressed to crewmembers of ships no longer in MSC service will be forwarded to the operating company's office for a period of 60 days after completion of service. Mail received at the FPO after the 60-day period will be returned to the sender.

5-2-7 MAIL ORIGINATED FROM MSC FORCE SHIPS

a. With proper postage affixed, mail originating from MSC Force ships for handling by military postal activities will be accepted by U. S. military post offices in overseas areas and handled in a manner similar to that accorded other mail of the same classification.

b. Individuals desiring to use the mail service of foreign countries when in foreign ports, must comply with the regulations of the country's mail service, including the use of foreign postage and payment of any fees involved. U. S. postage is not valid for use on mail originated in a foreign mail system, and, if deposited, will be delayed greatly or sent to the system's equivalent of the Dead Letter Office.

5-2-8 MAIL ROUTING INFORMATION

a. Operating schedules and movement reports alone do not provide adequate information for the effective positioning of mail. It is imperative that Masters of MSC Force ships provide mail routing authorities with specific mail routing information as far in advance as possible. Depending upon the area of operations (*Atlantic or Pacific*), Masters should transmit a message to either the Commander, Joint Military Postal Activity Atlantic (*JMPA-A*) or the Commander, Joint Military Postal Activity Pacific (*JMPA-PAC*) providing timely information regarding the ships' schedule as far in advance as possible for mail routing purposes. Both JMPA-A and JMPA-PAC have provisions for handling classified messages containing mail routing information.

b. When transmitting mail routing information to either the JMPA-A or JMPA-PAC mail channels, Masters shall include in the message the action addressee and/or information addressee(s) listed in Table 5-2-1. The message report should reference previous mail routing instructions submitted.

c. When MSC Force ships are transiting the Panama Canal, both JMPA-A and JMPA-PAC must be notified of mail routing information, because this is the point at which mail routing responsibility shifts. In the case of T-AGOS ships, Masters will only advise JMPA-A and JMPA-PAC of the ship's itinerary for transiting the Panama Canal after having received authorization from the Fleet Commander.

MRI MESSAGE ACTION/INFORMATION ADDRESSEES

ATLANTIC MAIL CHANNELS

East Coast and Western Atlantic Operating Area -

TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO: CH JMPA ATL FLD OFC MIAMI FL//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//

Caribbean Areas:

Puerto Rico and Virgin Islands Operating Area -

TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO: CH JMPA ATL FLD OFC MIAMI FL//JJJ//
NAVSTA ROOSEVELT RDS PR//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//

Caribbean Areas:

Barbados, Antilles, The West Indies, Jamaica, Guantanamo Bay and Panama Canal Operating Area -

TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO: CH JMPA ATL FLD OFC MIAMI FL//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//
(NAVSTA ROOSEVELT RDS PR/GUANTANAMO BAY CUBA/NAVSTA PANAMA CANAL
RODMAN PN, as appropriate)

Eastern Atlantic and Northern Europe Operating Area -

TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO: CH JMPA ATL FLD OFC MIAMI FL//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//
CINCUSNAVEUR LONDON UK//JJJ//
COMNAVACT LONDON UK//JJJ//

Mediterranean/Middle East Operating Area -

TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO: CH JMPA ATL FLD OFC MIAMI FL//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//
(ADMINSUPU BAHRAIN, COMIDEASTFORMIDEAST only)
MEDMAILCOORD NAPLES IT//JJJ//

Indian Ocean/Diego Garcia Operating Area -

TO: CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO: CH JMPA ATL FLD OFC MIAMI FL//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//
NAVSUPPFAC DIEGO GARCIA//JJJ//
CTF SEVEN ZERO DIEGO GARCIA DET//JJJ//
CINCPACFLT PEARL HARBOR HI//JJJ//
FMC YOKOHAMA JA//JJJ//

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PACIFIC MAL CHANNELS

West Coast, U.S. and Alaska Operating Area -

TO:	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ// CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO:	CINCPACFLT PEARL HARBOR HI//JJJ// CH JMPA PAC FLD OFC SEATTLE WA//JJJ//

Hawaii, MIDPAC and SOUTH PAC Operating Area -

TO:	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ// CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO:	CINCPACFLT PEARL HARBOR HI//JJJ// FMC PEARL HARBOR HI//JJJ//

Marianas - Trust Territory of the Pacific Islands Operating Area -

TO:	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ// CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO:	CINCPACFLT PEARL HARBOR HI//JJJ// FMC PEARL HARBOR HI//JJJ// NAVSTA GUAM//JJJ//

Hong Kong, Japan and Korea Operating Area -

TO:	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ// CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO:	CINCPACFLT PEARL HARBOR HI//JJJ// FMC YOKOHAMA JA//JJJ//

Philippines, Singapore, South China Sea and Indian Ocean Operating Areas -

TO:	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ// CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO:	CINCPACFLT PEARL HARBOR HI//JJJ// FMC YOKOHAMA JA//JJJ//

Transiting between two or more of the above operating areas or visiting foreign ports -

TO:	CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ// CDR JT MIL POSTAL ACTY PAC SAN FRAN CA//JJJ//
INFO:	CINCPACFLT PEARL HARBOR HI//JJJ// COGNIZANT MAIL ROUTING AUTHORITY OF EACH AREA TRANSITED

d. Mail routing information messages must include:

- (1) the ship's full name and, as applicable, naval detachment onboard,
- (2) the estimated date of arrival and departure of each port, and
- (3) a notation that ship has been diverted if the message sent is a result of a diversion.

e. Sample mail routing information messages are depicted in Article 5-2-9. Dates of arrival and departure are the basis for good mail routing, but security measures must be observed. No effort should be made to anticipate mail transit times or local routing problems in providing arrival and departure dates. Changes to previously furnished mail routing instructions should be reported at the earliest possible time. Short-notice revisions to mail routing information frequently result in delays or out-of-sequence receipt of mail.

f. Sealift Operational Task Group Commanders/MSC Area Commanders will take the initiative to provide mail routing authorities and other MSC activities with rapid, accurate data when information is received regarding a diversion or schedule change. In addition, these commands will also provide assistance to postal authorities in getting mail destined for diverted ships, misrouted mail and outgoing mail into the postal system without delay.

5-2-9 SAMPLE MAIL ROUTING INFORMATION MESSAGES

a. Initial Mail Routing Information

FM USNS/SS/MV _____
TO _____
INFO _____

UNCLAS//N05112// (Classify if necessary)

SUBJ: MAIL ROUTING

1. FOLLOWING SCHEDULE PROVIDED FOR MAIL ROUTING PURPOSES:

EDA	PORT	EDD
26 AUG	SINGAPORE	30 AUG
3 SEP	SUBIC BAY	5 SEP
14 SEP	HONOLULU	16 SEP
22 SEP	SFRAN	UNKNOWN

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b. Diversion/Schedule Change Information

FM	USNS/SS/MV _____	
TO	_____	
INFO	_____	

UNCLAS//N05112// (Classify if necessary)		
SUBJ: MAIL ROUTING		
A. MY <u>DATE TIME GROUP FROM INITIAL MESSAGE</u>		
1. FOLLOWING CHG TO REF A PROVIDED FOR MAIL ROUTING PURPOSES:		
EDA	PORT	EDD
3 SEP	OKINAWA	7 SEP
11 SEP	YOKO	15 SEP
30 SEP	SFRAN	UNKNOWN

5-2-10 UNSATISFACTORY MILITARY POSTAL SERVICE REPORT (MSC REPORT 5112-1)

a. Masters experiencing mail receipt difficulties and delays, after following the procedures outlined in this section, are requested to transmit the particulars via message to the cognizant mail routing authority listed in Table 5-2-1. Depending on the area of operation, CINCLANTFLT NORFOLK VA or COMNAVLOGPAC PEARL HARBOR HI and the appropriate MSC Area Commander will be included as information addressees. In addition, the following items pertinent to the mail in question are to be retained and forwarded to the cognizant mail routing authority upon request to assist in his investigation: slide labels from sacks and pouches, facing slips from letter ties, registered wrappers bearing registry numbers, canceled envelopes, records of mail pick-up and delivery by mail clerk of ship concerned. The MSC command or representative at the port where the difficulty is experienced will render any assistance possible upon request.

b. This report is assigned Report Control Symbol MSC 5112-1.

c. Considerations should be given to the possible effect of ship diversions upon mail routing service, and the fact that mail forwarded through military channels normally should not be expected at ports where military postal facilities are not available.

d. Masters and crewmembers should forward complaints concerning international mail service to the contract operator for appropriate action. Crewmembers' complaints should be forwarded via the Master.

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

SECTION 3 - TRAINING

General	5-3-1
Small Arms Training Program	5-3-2
Drills	5-3-3

5-3-1 GENERAL

a. The goal of COMSC is to:

(1) Ensure that MSC training programs enable crew and ship to meet the requirements set forth by:

- (a) ROC/POE/TRL/MNS;
- (b) DOD, DON, OPNAV, COMSC directives and instructions;
- (c) Applicable Federal Laws and Mandates

and perform their assigned mission.

(2) Maintain efficient, effective and standardized training programs.

b. COMSC is the U. S. Navy's TYCOM for Prepositioned Squadrons; Special Mission, Naval Fleet Auxiliary Force and strategic sealift ships, and as such enjoys Echelon II status in the administration of its ships. COMSC is responsible for the training readiness of those ships under its administrative and operational control, and for the definition and operation of its training programs.

c. As the Sealift TYCOM, COMSC will not change operational control (*CHOP*) of its ships to FLTCINCs until they are mission ready, which requires a sufficient level of crew training and ship readiness to meet mission requirements, operational considerations notwithstanding.

d. COMSC will validate training requirements for each class of USNS ship, for contract operated ships, for Ready Reserve Force ships and for new construction/conversion ships. COMSC will set the standards of training readiness for validated training requirements and provide them to the respective Program Managers.

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e. In support of PM1, NFAF East and NFAF West will develop training programs for ships assigned, using COMSC validated training requirements. NFAF East/West training program objectives will be designed for individual crewmembers, shipboard teams and ships to meet COMSC standards of training readiness. NFAF East/West will evaluate training readiness on each ship assigned and will initiate action to improve readiness on those ships that do not meet COMSC training readiness standards. NFAF East/West will direct, supervise and evaluate all training conducted in respective areas of responsibility.

f. NFAF East and NFAF West will include all requirements for MSC MILDEPT training in training management scheduling, planning, execution, evaluation and reporting.

g. JCS, Fleet and communications exercises are considered the best method of training MSC ships for their role in support of Navy combatants and fleet operational commanders. Accordingly, NFAF East and NFAF West will work with Operational Commanders to maximize NFAF ships' opportunities to support and participate in all exercises that scheduling requirements permit.

h. The ship's Master shall ensure that:

(1) Training requirements as set forth in NFAF East and NFAF West training programs are conducted and that NFAF East/West training program objectives are met in order to achieve training readiness standards required by COMSC. Training program objective accomplishing or lack thereof will be reported to NFAF East/West in accordance with reporting requirements prescribed by NFAF East/West.

(2) The readiness posture of his/her ship is adequate to meet unforeseen emergencies.

(3) The crew can prevent, control and take action against and respond to the emergency at hand.

(4) The crew is able to adequately perform their duties and requirements set forth in the ship's bills.

i. Each operating contract, charter and GAA contain unique training requirements. Training requirements covered in this section are general in nature. In the event of conflicts between specific articles in this section and provisions of operating contracts or charters, the provisions of those documents will take precedence.

5-3-2 SMALL ARMS TRAINING

a. Policy

(1) All mariners who may be called upon to bear arms in the performance of their duties shall be small arms qualified in those weapons that are onboard their ship. Under no circumstances shall a mariner be issued a weapon for which the mariner is not qualified.

(2) Small arms training and qualification firing shall be conducted annually.

(3) Small arms training and qualification firing shall be conducted by a qualified instructor. Authorized instructor courses are identified in OPNAVINST 3591.1C, *Subj: Small Arms Training and Qualification*.

(4) Small Arms training and qualification firing, whether Government or contractor furnished, shall be conducted in accordance with and to the standards of OPNAVINST 3591.1C and the content of the U. S. Navy's Small Arms (*Ashore/Afloat*) Instructor course J-041-0148 for those weapons found aboard the ship.

(5) The Government is responsible for the small arms training and qualification firing of all CIVMARs.

(6) Contractors are responsible for the small arms training and qualification firing of their mariners. Small arms training and qualification firing may be obtained from sources both inside and outside Government.

(7) MSC/Government provided small arms training will still be made available to all contractors consistent with the guidelines set forth by the Area Commander. Transportation, per diem and other associated costs incurred attending MSC/Government small arms training and qualification firing shall be to the Contractor's account.

(8) Government-furnished small arms and ammunition are authorized for mariner shore side small arms training and qualification firing when performed under the auspices of a Government instructor.

(9) Mariners will be issued a certificate or other appropriate record indicating their successful completion of small arms training and qualification firing, and the Afloat Personnel Management Center (*APMC*) shall enter this data in the DCPDS. This certificate is valid for 1 year from the date of course completion and shall indicate the weapon(s) in which the mariner is qualified. A copy of the certificate shall be presented to the ship's Master upon joining the ship.

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(10) At a minimum, APMC and contractors shall maintain the required number of small arms qualified mariners aboard each ship as set forth in Chapter 3 of this instruction.

(11) This instruction applies to contracts negotiated after the date of the instruction. Nothing in this paragraph shall prohibit MSC from seeking a modification to any existing contract, if deemed appropriate by MSC.

b. Discussion

(1) Masters, APMC, Program Manager and contractors shall carefully select mariners for small arms training and qualification firing as to their willingness and ability to bear arms.

(2) MSC will provide contractors with OPNAVINST 3591.1C and U.S. Navy's Small Arms (*Ashore/Afloat*) Instructor course J-041-0148 upon request and provide updates as required.

(3) All MSC provided small arms training and qualification firing for CIVMARs shall be arranged through the APMC training office.

(4) The APMC and contractors shall maintain the small arms training records of their mariners. Masters shall ensure that all mariners who successfully complete the small arms training and qualification firing aboard their ship notify the APMC or company as to the mariner's name, weapon(s) qualified to use and the date the mariner was qualified.

(5) Masters shall ensure that the APMC or company is made aware of any shipboard vacancy requirements as they relate to small arms when submitting personnel relief requests.

(6) Notwithstanding anything in this instruction, the Master shall ensure that a sufficient number of mariners are trained in each weapon in order to satisfy the requirements of the ship's physical security bill.

(7) Nothing in this instruction shall be interpreted or construed as requiring a ship to have a small arms instructor onboard as part of the crew.

c. Shipboard Ranges. Small arms qualification firing is authorized to be conducted onboard MSC ships as identified in technical manual SW370-AH-11N-010 (*Shipboard Small Arms Ranges, Description and Installation*). This authorization is predicated upon conformance to OPNAVINST 3591.1C, as well as applicable range and safety

considerations described in Chapter 2 of SW370-AH-11N-010. Ship classes not specifically identified may design their own shipboard range, provided they use the criteria, safety guidelines, target stand design, carrier construction guidance, location criteria and complete the command shipboard small arms range certification contained in the above mentioned technical manual. Forward a copy of your self-designated shipboard range, as detailed in Appendix A of the shipboard range manual, to the Program Manager for approval.

d. Mobile Ranges. The use of mobile small arms ranges for qualification firing is authorized in accordance with OPNAVINST 3591.1C. These mobile ranges are an additional training asset available to the small arms instructor(s). The use of the mobile ranges does not eliminate the requirement to qualify on the M-14 rifle, or equivalent, if the mobile range is not configured to do so.

e. Training Ammunition Allowance

(1) Ashore and afloat commands and ships with Government-furnished small arms will be supplied with a Non-Combat Expenditure Allocation (*NCEA*) at the beginning of each fiscal year. The quantity of NCEA is determined by COMSC and distributed via naval message.

(2) Contractors who are required to provide their own small arms shall also provide their own training ammunition.

f. Shipboard Familization Firing

(1) Shipboard familization firing is no longer required onboard MSC or contractor ships.

(2) Familiarization firing may be conducted at the discretion of the Master as long as a range safety officer is identified in accordance with the provisions in OPNAVINST 3591.1C.

(3) Only those mariners who are small arms qualified may participate in shipboard familiarization firing, and in no way shall shipboard familiarization firing be construed to meet the small training and qualification firing requirements set forth in this instruction.

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5-3-3 DRILLS

a. This section sets forth the required drills, and their periodicities. These drills are based upon Federal Law, International Agreement and OPNAV regulations. The drills are drawn from 29, 33, 46 and 49 CFRs, International Convention for the Safety of Life at Sea (*SOLAS*), International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (*STCW*), CNO ROC/POE/MNS, OPNAVINST 5100.19C and NAVAIR 00-80R-14 requirements. Due to the unique nature of MSC, and those ships under contract to MSC, many international agreements, conventions and laws specifically exempt "*warships, naval auxiliaries or other ships owned operated by a State and engaged only on governmental non-commercial service.*" In keeping with similar policy previously set by COMSC, MSC and contract owned and operated ships shall meet the spirit and intent of the standards of training required by these International Conventions, agreements and laws, after those standards have been reviewed by COMSC for applicability.

b. All drills shall be performed as if an actual emergency exists and in a safe, practicable and reasonable manner. Drills should be varied so that personnel will be exposed to the different emergencies that they might encounter. Participants should be briefed on actual or simulated actions to be taken and problems calculated during the drill. Participants should also be critiqued after each drill as to their performance. It is recognized that drills are a valuable training tool, but drills are to validate training that has been conducted aboard ship and should not take the place of preparatory training. This section does not include testing requirements for emergency and operational equipment or systems (*i.e., EPIRB, steering gear control systems alarms, etc.*) as set forth in 33 or 46 CFR and other MSC instructions.

c. The drill periodicities cited below are minimums, and in no way preclude the conduct of these drills at lesser intervals in order for the Master to ensure the readiness posture of his/her ship is adequate.

d. MILDEPT and civilian technicians shall render maximum assistance to the Master to enable him/her to discharge the duties and responsibilities for emergency preparation during drills. The OIC/MILDEPT shall work with the Master in integrating MILDEPT personnel into the ship's damage control and fire fighting organization whenever possible.

e. Required Drills

(1) **FIRE DRILL.** The Master shall ensure that a fire drill is held weekly. The fire drill shall be conducted as if an actual emergency existed. All hands should report to their respective stations and be prepared to perform the duties specified in the station bill. (*46 CFR 97 & 35*)

(2) **ABANDON SHIP DRILL**: The Master shall ensure that a abandon ship drill is held weekly. An abandon ship drill shall be conducted as if an actual emergency existed. All hands should report to their respective stations and be prepared to perform the duties specified in the station bill. In port, every lifeboat shall be swung out, if practicable, and the unobstructed lifeboats shall be lowered to the water and the crew exercised in the use of the oars and other means of propulsion, if provided for the lifeboats. The Master shall be responsible to ensure that each lifeboat is lowered to the water at least once every 3 months. (46 CFR 97 & 35)

(3) **ENGINEERING CASUALTY CONTROL DRILL**. The Master, in consultation with the Chief Engineer, shall ensure that engineering casualty control drills are performed weekly for each watch, both deck and engine. (COMSCINST 3540.6 and COMSCINST 3541.5D)

(4) **DAMAGE CONTROL DRILL**. The Master shall ensure that a damage control drill is held every 2 weeks, whether at sea or in port.

(5) **HELICOPTER CRASH and RESCUE DRILL**. The Master of an air capable ship shall ensure that a helicopter crash and rescue drill is held every 2 weeks for those ships with a class 1, 2 or 3 certification and monthly for all other air capable ships, either at sea or in port. This drill shall be conducted in accordance with NAVAIR 00-80R-14, Chapter 9. (NAVAIR 00-80R-14)

(6) **EXPOSURE SUIT DRILL**. The Master shall ensure that each crewmember participates in an exposure suit drill monthly. (46 CFR 97 & 35)

(7) **OIL SPILL DRILL**. The Master shall ensure that the crew is drilled monthly in their respective duties as defined in the vessel's oil spill response plan. (33 CFR 155)

(8) **STEERING GEAR CASUALTY DRILL**. The Master shall ensure that each watch, both deck and engine, conducts a steering engine casualty drill monthly. (SOLAS Chap V; Reg 19-2)

(9) **LINE THROWING APPLIANCE DRILL**. The Master shall ensure that the crew is drilled every 3 months in the use of the line throwing appliance, in accordance with the applicable 46 CFR requirement. (46 CFR 97 & 35)

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(10) **MAN OVERBOARD DRILL**. The Master shall ensure that each watch conducts a man overboard drill every 3 months when conditions permit while underway at sea. A man overboard drill shall be held during darkness at least once every 6 months for each watch. At least one of these drills shall include the launching of the ship's rescue boat with the assigned crew and maneuvered in the water, as far as reasonable and practicable, and may be accomplished in protected waters. (*SOLAS Chap. III; Reg. 18; COMSCINST 3541.5D*)

(11) **CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE(CBR-D) DRILL**. The Master shall ensure that a CBR-D drill is conducted every 3 months. (*ROC/POE and COMSCINST 3541.5D*)

(12) **PHYSICAL SECURITY DRILL**. The Master shall ensure that a shipboard physical security drill is held every 3 months. (*COMSCINST 5530.3B*)

(13) **CONFINED SPACE RESCUE DRILL**. The Master shall ensure that a Confined Space Rescue drill is held every 6 months. This drill shall be a test of the crew's ability to extricate an unconscious person from a confined space (*i.e. pumproom, cargo tank, void, etc.*) thru a limited or restricted access. This drill should train ships' personnel in the proper use of personal protective equipment (*e.g., SCBA*); the rescue equipment necessary for making a rescue from a confined space (*e.g., harness*) and the proper procedures associated with confined space rescue. The drill should simulate an actual rescue operation by removing a dummy or mannequin from the selected space. (*29 CFR 1910; OPNAVINST 5100.19C; COMSCINST 5100.17C*)

(14) **HAZMAT DRILL**. The Master shall ensure that the ship's HAZMAT response team and the ship is drilled in their respective duties yearly. (*OPNAVINST 5100.19C and COMSCINST 5100.17C*)

(15) **TOWING AND SALVAGE DRILL**. The Master shall ensure that a towing and salvage drill is held yearly. At a minimum, all towing gear should be laid out and inspected, and the crew trained in the towing procedures and their responsibilities according to the ship's Towing and Salvage bill and drawings. (*ROC/POE; COMSCINST 3541.5D*)

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(16) **EMERGENCY DESTRUCT DRILL**. Although the periodicity for this drill remains undefined at this time, the Master shall be responsible for conducting an Emergency Destruct drill for classified material and equipment in his/her custody. This drill should be performed at such intervals to ensure that all classified matter and equipment can be destroyed rapidly and efficiently. SURTASS Mission Supervisors (*SMS*) shall be responsible for emergency drills in the SURTASS Operations Center (*SOC*), including Emergency Destruction Drills with the Master's and First Officer's participation.

(17) **SURFACE RESCUE SWIMMER DRILL** (RESERVED)

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

SECTION 4 - REGULATIONS

General	5-4-1
Smuggling	5-4-2
Alcoholic Beverages	5-4-3
Controlled Substances	5-4-4
Dangerous Weapons (<i>Contract-operated USNS only</i>).....	5-4-5
Stowaways (<i>Contract-operated USNS only</i>)	5-4-6

5-4-1 GENERAL

This section contains shipboard regulations for designated MSC Force ships, primarily contract-operated USNS ships. In the case of CIVMAR manned USNS ships, applicable regulations are contained in COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*. Article 5-4-2 is applicable to all MSC Force ships.

5-4-2 SMUGGLING

Masters of all MSC Force ships are responsible for conducting a thorough search for contraband and for cautioning crewmembers against smuggling. Smuggling or falsifying statements in regard to contraband are prohibited. Violations will be cause for termination of employment, and whenever possible, prosecution by law. Smuggling is a violation of law and countries enforce strict compliance with their customs laws with resulting penalties of heavy fines or imprisonment or both.

5-4-3 ALCOHOLIC BEVERAGES

a. Onboard ship. The possession or consumption of alcoholic beverages onboard a contract-operated USNS ship is prohibited. The Master is responsible for investigating any evidence of violations. Masters of contract-operated USNS ships shall search the ship thoroughly, including crew quarters and personal belongings, when considered necessary. Any alcoholic beverages found onboard ship shall be destroyed by the Master in the presence of the owner, if known. Violations shall be recorded in the log. Additionally, a letter report containing pertinent details of the violation shall be submitted to COMSC, the MSC Area Commander having administrative control (*if applicable*), the contract operator and the union (*if applicable*). This report is assigned Report Control Symbol MSC 5370-1. The foregoing does not apply to alcoholic beverages in the custody of the Master which are specifically authorized by COMSC or the contract operator for medicinal purposes.

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b. Precautionary measures. No person known to be under the influence of alcohol shall be allowed to perform service onboard the ship while in such condition. Any crewmember arriving at the gangway in an apparent intoxicated condition shall not be permitted onboard without escort. When onboard, a man in such condition shall be placed under observation to prevent self injury, damage to equipment or injury to others. In foreign ports, violent cases which cannot be controlled or properly taken care of will be reported to the American Consul; when the intoxicated person is ashore the civil police or, in the case of a military base, the base police will have jurisdiction. Various chapters of the CMPI may apply to CIVMAR manned USNS.

5-4-4 CONTROLLED SUBSTANCES

The possession or consumption of illegal drugs onboard a USNS ship is prohibited. The Master is responsible for investigating any evidence of violations. Masters of contract-operated USNS ships shall search the ship thoroughly when considered necessary and confiscate any controlled substance discovered. Confiscated controlled substances shall be kept in the Master's safe for turnover to proper authorities. Illegal use of controlled substances will be cause for immediate termination of employment together with the possibility of formal charges being generated. Violations shall be recorded in the log and a letter report made to the contract operator, the crewmember's union hall of registry (*if applicable*) and to COMSC. The contract operator shall report the violation to the cognizant USCG Office with a copy to COMSC, and in the case of T-AGOS ships, a copy will also be provided to the Fleet Commander. This report is assigned Report Control Symbol MSC 5370-2. The foregoing does not apply to medicinal narcotics in the custody of the Master or Medical Department Representative (*MDR*) who is solely responsible for safeguarding and issuing narcotics. Various chapters of the CMPI may apply to CIVMAR manned USNS.

5-4-5 DANGEROUS WEAPONS (CIVMAR MANNED AND CONTRACT-OPERATED USNS)

The possession of firearms, switch blade knives or other dangerous weapons onboard a contract-operated USNS ship by any crewmember is prohibited. Violations shall be recorded in the log and reported to the contract operator and COMSC. The Master shall confiscate any item which in his/her judgment would endanger the crew, equipment or ship. All confiscations made on contract-operated vessels shall be delivered to the contract operator.

5-4-6 STOWAWAYS

a. The Master is responsible for preventing stowaways onboard contract-operated USNS ships. He/She shall ensure that an adequate watch is maintained in all ports to prevent potential stowaways from boarding the ship and shall arrange for a thorough search of the ship prior to departure. Any stowaways found shall be put ashore and the Master shall inform COMSC, the local MSC Office and the contract operator's representative of action taken. In the case of T-AGOS ships, the Master shall also inform the Operational Commander.

b. In the event that stowaways are discovered a few hours after the ship is underway, the Master shall consider delay and voyage conditions in deciding whether to return to port to debark the stowaways. Stowaways discovered when it is too late to return to port shall be searched for weapons or contraband and placed incommunicado if necessary. In the case of T-AGOS ships, stowaways shall be placed under guard in room restriction. Upon arrival in the first port of call, stowaways shall be turned over to local immigration authorities, if in the U. S., or to the U. S. Embassy or Consul if outside U. S. jurisdiction. The Master shall report the presence of stowaways and subsequent action to COMSC, the contract operator and the MSC representative in the first port of call. T-AGOS ships shall also report stowaways to the Operational Commander and the Naval Criminal Investigative Service. This reporting requirement is assigned Report Control Symbol MSC 5820-1.

c. Log entries. The following log entries shall be made to note:

(1) a search for stowaways was conducted,

(2) any stowaways discovered and put ashore prior to departure and

(3) any stowaways discovered while underway and action taken at first port of call. Include when, where and by whom found, and the name, age, nationality, profession and address of the stowaway.

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

SECTION 5 - MEDICAL (GENERAL)

Medical Manual	5-5-1
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5-5-1 MEDICAL MANUAL

COMSCINST 6000.1C, *Subj: MSC Medical Manual*, standardizes and consolidates into one publication directives governing the organization, function, duties and responsibilities and procedures of the Medical Department of MSC. It applies to all CIVMAR manned ships and where contractually invoked, to contract-operated USNS, time-chartered and RRF ships.

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

**SECTION 6 - MEDICAL (SANITATION, FOOD SERVICE OPERATIONS
AND PROHIBITED SUBSTANCES)**

General	5-6-1
Prohibited Substances	5-6-2

5-6-1 GENERAL

Chapter 6 of COMSCINST 6000.1C, *Subj: MSC Medical Manual*, provides guidance for sanitation standards and practices.

5-6-2 PROHIBITED SUBSTANCES

a. Prohibited Substances. The operator is required to maintain a drug/alcohol free environment onboard ship.

(1) Alcoholic Beverages. The introduction, possession or use of alcoholic beverages by any person aboard these ships is prohibited except as authorized by Article 1150, U.S. Navy Regulations and COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*, subject to the following restrictions:

(a) Government personnel, civilian crewmembers or sponsor personnel assigned to these ships are authorized to bring onboard, for personal use ashore, not more than 1 U.S. gallon of alcoholic beverage during each return voyage from a foreign port.

(b) Any person who brings alcoholic beverages onboard shall file with the Master, a statement of the quantity and kind of alcoholic beverage brought onboard together with his/her certification that its importation will be in compliance with customs and internal revenue laws and regulations and applicable state or local laws at the place of debarkation.

(c) Any person who brings alcoholic beverages onboard shall waive all claims against the Government for loss or breakage.

(d) Alcoholic beverages shall be delivered to the custody of the Master immediately upon embarkation, in sealed packages, securely packed and properly marked.

(e) Alcoholic beverages shall be securely stowed throughout the voyage and returned to individual owner(s) at the time of debarkation.

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(f) Alcoholic beverages possessed or used onboard these ships in violation of these provisions are subject to seizure and destruction by the Master.

(g) The Master may make further restrictions on alcoholic beverages as he sees fit.

(2) Narcotics, Controlled Substances and Marijuana. The introduction, possession or use of narcotics (*or substances containing narcotics*), controlled substances, marijuana or paraphernalia which are used to administer, dispense or carry narcotics, except those authorized by the MDR for medicinal purposes, is prohibited aboard these ships by Article 1151, U. S. Navy Regulations. Masters shall take every reasonable precaution to prevent the introduction of unauthorized controlled or illegal substances onboard ship, including but not limited to the following:

(a) Prohibiting merchants from conducting sales of any nature onboard ship.

(b) Inspecting all packages brought onboard at foreign ports.

(c) Posting appropriate regulations in conspicuous locations.

(d) Conducting periodic surprise searches throughout the ship, especially after leaving a foreign port.

b. Reporting Violations/Requesting Assistance. Upon discovery or suspicion of narcotics or marijuana use onboard ship, a message shall be sent to COMSC. The message shall reference the contract and paragraph number, and shall request a MSC representative board the ship upon arrival in the next port, but shall not mention narcotics, substance abuse or the names of any suspects. All unauthorized narcotics, controlled substances, marijuana and paraphernalia discovered aboard shall be confiscated, marked for proper identification by witnesses and securely stored until turned over to proper authority. A written report shall be provided to COMSC containing complete details of each instance of discovered substance abuse.

CHAPTER 5 - PERSONNEL AND ADMINISTRATION

SECTION 7 - HOSTING OFFICIAL OR FOREIGN VISITORS

Use Of Certain Alcoholic Beverages5-7-1
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5-7-1 USE OF CERTAIN ALCOHOLIC BEVERAGES

a. General. COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)* and SOM Article 5-4-3 contain prohibitions on the use of alcoholic beverages on all USNS ships; i.e., both CIVMAR manned and contract-operated. Notwithstanding these prohibitions, it is Navy and COMSC policy that *when approved*, sherry, wine and beer may be served onboard MSC Force ships in U.S. and foreign ports when official or foreign visitors are hosted in support of diplomatic and community relations goals. This policy applies to CIVMAR manned USNS, contract-operated USNS and MSC chartered ships.

b. Approval. Authority to approve the use of sherry, wine and beer onboard MSC Force ships in support of diplomatic and community relations goals will be limited as follows:

- (1) Civil Service Manned USNS Ships. Approval granted by the ship's Master.
- (2) Contract-Operated USNS Ships. Approval granted by COMSC.
- (3) MSC Chartered Ships. Approval granted by COMSC.

c. Approval Criteria. The use of sherry, wine and beer onboard MSC Force ships for diplomatic and community relations purposes will be approved only when the following criteria are met:

(1) The Master or Sponsor Designated Representative (*SDR*) is hosting an official function in support of diplomatic or community relations when the ship is on an official visit in U.S. or foreign ports.

(2) The rank/position, function, status or prominence of the visitors hosted clearly justifies approval. For instance, visitors are military officers of foreign countries, members of Congress, Cabinet members, foreign government officials, state governors, citizen's committee members, representatives of the Office of the Secretary of Defense or the Joint Chiefs of Staff or their equivalent.

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(3) The above criteria will be addressed in the written request for approval to serve sherry, wine and beer submitted by the Master of contract-operated USNS or MSC chartered ships. Requests will also include the following:

- (a) Ship's name
- (b) The kind of function proposed (*i.e., wine and cheese reception, formal dinner, luncheon*)
- (c) Port in which the proposed function will occur
- (d) Proposed date
- (e) Attendees by name and rank or position
- (f) A brief statement outlining the purpose of the function as it relates to the improvement or support of diplomatic or community relations
- (g) An estimate of the cost of the proposed function
- (h) A statement confirming that current company policy does not prohibit the use of alcoholic beverages or that company approval has been granted when company policy normally prohibits the use of alcoholic beverages

d. Procedures

(1) CIVMAR USNS Only. Alcoholic beverages purchased, maintained and transported onboard CIVMAR-manned USNS ships will be stored in accordance with the provisions of COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*.

(2) Possession and consumption of sherry, wine and beer will be limited to a specific area designated by the ship's Master (*i.e., lounge, mess*).

(3) The purchase of sherry, wine and beer and the serving of such beverages at an official function must be accomplished by government personnel. In no case will contractor personnel be involved.

e. Reporting Requirements

(1) Each function onboard MSC Force ships at which the serving of beer, sherry or wine occurs will require a written follow-up report to the cognizant MSC Area Commander for CIVMAR manned USNS ships or COMSC for contract-operated USNS and chartered ships.

(2) Reports will be submitted within 14 days of the function and will include the following information:

- (a) Ship's name
- (b) The date, beginning time and duration of the function
- (c) A list of attendees by name and rank or position
- (d) A brief description of the function (*i.e., speakers, subject, presentation, tours*)
- (e) Report of final cost that includes a detailed list of expenses for food, refreshments, decorations, labor (*non-DOD*)

f. Funding. The cost of sherry, wine and beer and other function expenditures will be funded using:

- (1) Official representation funds when authorized by COMSC in accordance with applicable SECNAV instructions.
- (2) Funds provided by the sponsor when the function is at the request of the sponsor.
- (3) Costs of alcoholic beverages are not allowable under Federal Acquisition Regulations, therefore, reimbursement of funds cannot be requested under operating contracts.

CHAPTER 6 - ENTRY AND CLEARANCE

SECTION 1 - PERSONNEL REQUIREMENTS

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6-1-1 CUSTOMS - GENERAL

a. Customs clearance procedures for MSC Force ships cover two separate areas: (1) clearance of personnel and their possessions and (2) clearance of DOD cargoes and passengers. This article and Article 6-1-2 provide policy and procedures for customs clearance of personnel and their possessions. Chapter 6, Section 2 describes policy and procedures for customs clearance of DOD cargoes and passengers.

b. Masters, crews and all personnel (*passengers, supercargoes, observers, "sponsor personnel," embarked units, etc.*) onboard MSC Force ships and their personal belongings are subject to applicable customs laws at any port a ship may call. However, in the case of USNS and Afloat Prepositioning Force (*APF*) time-chartered ships, sovereign immunity considerations shall preclude foreign customs officers or any other foreign officials from conducting an examination or search of any onboard spaces or cargo; see Article 1-1-8.

c. U.S. Customs entry fees will be charged for all MSC Force ships, however, tonnage charges will not be charged.

d. CIVMAR USNS Only. COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*, provides guidance and requirements for clearing customs including the use of Customs Form 5129 for crewmember declaration.

e. Non-CIVMAR Manned. These ships arriving in a U. S. port from a foreign port must report to customs within 24 hours and make entry within 48 hours.

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6-1-2 CUSTOMS (USNS ONLY)

a. Policy

(1) It is the policy of the Navy and COMSC to cooperate fully with Bureau of Customs efforts to stop the entry of illegal drugs and contraband into the United States, and their movement between foreign ports in USNS ships.

(2) In order to prevent delay and inconvenience to shipboard personnel at the port of entry, Masters of USNS ships should arrange for an inspection of their ships before arrival, and in a manner acceptable to customs officials. The Master should inform the customs inspector of the type of inspection conducted, the results, and if illegal drugs and contraband were found, these are to be turned over to the customs inspector.

(3) Sealift TYCOM Group Commanders/MSC Area Commanders and operators of contract-operated USNS ships will take the following measures:

(a) Ensure that the pre-arrival inspection procedures in paragraph b are complied with. The authority to conduct these inspections outside the customs territory of the United States, prior to arrival at the port of entry, derives from the authority of COMSC to order inspections of the MSC organization. Accordingly, inspections should meet the criteria for command health, safety and readiness inspections, or they may be authorized as searches based upon probable cause.

(b) Keep customs officials advised of incoming ship schedules so that inspectors are available to meet arrivals.

(c) Inform, on a continuing basis, all shipboard personnel of the stringent customs inspection to which they will be subjected.

(d) To the extent possible, arrange briefings for Masters and ships' officers by Bureau of Customs representatives on the method of conducting pre-arrival inspections.

(e) Keep COMSC informed of problems which arise in customs clearance procedures under this article.

(4) MSC will not designate ashore personnel as military customs inspectors.

(5) The pre-arrival inspection procedures contained in paragraph b were developed in cooperation with the Bureau of Customs to enable ships' Masters to certify completion of an inspection acceptable to customs officials upon arrival at a U. S. port of entry. They apply to all personnel onboard USNS ships (*CIVMAR* manned and contract-

operated) whether military or civilian. In Special Mission Support Force ships with embarked "*sponsor personnel*," the Master shall coordinate the required inspection with the Commanding Officer of the Senior Sponsor Representative, as applicable, of the embarked unit, and request any inspection assistance required.

(6) The inspection procedures to be followed prior to arrival do not affect the Bureau of Customs right to reinspect the ship.

b. Pre-Arrival Inspection Procedures

(1) Appoint an inspection team of officers and petty officers designated in writing by the Master. Inspection team members will be available to customs officials for discussion of inspection routine, as conducted, upon arrival at port of entry.

(2) Conduct a thorough inspection of all ship spaces, personnel and lockers. This inspection is to be carried out after the ship departs the last foreign port and prior to the arrival at the U. S. port of entry. To the extent possible, the inspection will be made on an unannounced basis.

(3) In addition to the inspection in paragraph (2), at least one unannounced inspection of randomly selected spaces will be conducted when the ship is operating between foreign ports.

(4) All personnel onboard ship will prepare a customs declaration form. These forms will be checked against the crew list to ensure that the submission is complete. The declarations will be delivered to customs officials at the U. S. port of entry.

(5) Masters of ships returning from outside the customs territory of the U. S. shall ensure that all mail, except letter mail, is dispatched in pouches or sacks labeled "*liable to customs inspection or duty*." Letter mail suspected of containing merchandise or contraband shall be enclosed in official envelopes and addressed to the Administrative Officers, U. S. Customs Mail Division at either 165 7th Street, Oakland CA 94615; 909 First Street, Seattle WA 98174 or 201 Varick Street, New York NY 10014, depending upon whether the arrival port is on the West Coast, Pacific Northwest or East or Gulf Coast.

(6) The Master will prepare a written declaration certifying that he has completed the required inspection and that to the best of his knowledge, the ship is free of illegal drugs or other contraband. He will present this document to the boarding customs official.

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(7) Ships carrying classified cargo or equipment which customs officials wish to inspect will provide a ship's officer or "sponsor" representative, as appropriate, to conduct the actual inspection in the presence of the customs official.

(8) The Master will fully explain the inspection procedures to all shipboard personnel, and the necessity for their thorough and conscientious accomplishment. It should be explained that the self-inspection procedure lessens delay and inconvenience after arrival.

6-1-3 IMMIGRATION

a. Masters, crews and all personnel onboard MSC Force ships are subject to applicable immigration laws at any port a ship may call.

b. CIVMAR USNS Only. COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)* provides guidance and requirements relating to immigration.

6-1-4 PUBLIC HEALTH AND QUARANTINE

For quarantine and public health requirements, all MSC Force ships are subject to applicable laws at any port a ship may call. The Master shall cooperate with and give all information required by visiting health officials, U. S. or foreign, in so far as military security allows. No concealment shall be made of any circumstances which may subject an MSC Force ship to quarantine. COMSCINST 6000.1C (*Chapter 6*) provides guidance and requirements relating to quarantine.

6-1-5 IMMUNIZATIONS

a. Individual MSC charters and operating contracts, and MARAD GAAs and operating contracts may contain unique immunization requirements. In the event there are differences between those documents and the contents of this article, those documents will take precedence.

b. All embarked personnel shall have received current immunizations in accordance with BUMEDINST 6230.15 prior to crewing MSC Force ships. Routine immunizations shall not be administered on the ship. Clinically indicated inoculations, such as Tetanus Toxoid required after trauma, may be administered onboard.

CHAPTER 6 - ENTRY AND CLEARANCE

SECTION 2 - DOD CARGO AND PASSENGER REQUIREMENTS

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6-2-1 DEFINITIONS

For the purpose of this section, the following definitions apply.

- a. **U. S. Port.** Any port of the fifty states of the United States, Puerto Rico or the Virgin Islands.
- b. **Department of Defense Cargo.** Cargo owned by the Government (*including military aid cargo*), Government personnel, Government contractors or by charitable organizations and sponsored by DOD for shipment by MSC.
- c. **Department of Defense Passengers.** Personnel sponsored by and specifically authorized transportation by DOD.
- d. **MSC Force Ships.** Ships under charter to MSC, ships allocated to MSC by the Maritime Administration and CIVMAR manned and contract-operated USNS ships.
- e. **Duly Authorized Representatives of MSC.** Personnel of MSC or the carrier as designated by MSC.

6-2-2 GENERAL

- a. This section sets forth procedures for implementation by MSC representatives of the agreement between the Department of Defense and the Treasury Department (*Bureau of Customs*) relating to clearances of certain ships lifting DOD cargoes and passengers from and to ports within the customs territory of the United States.
- b. Pursuant to a request by the Secretary of Defense, the Commissioner of Customs issued Bureau of Customs Circular No. 133, and subsequent supplemental Numbers 1 and 2, waiving compliance with the provisions of the navigation laws relating to clearance of ships to the extent necessary to permit:

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(1) the clearance of an unnamed foreign destination of a MSC Force ship which is certified by COMSC or his duly authorized representative, to be in ballast or loaded only with DOD cargo or passengers, and

(2) the clearance of any ship with DOD cargo on the basis of a manifest which describes that cargo only as "*(approximate quantity) of Department of Defense cargo.*"

6-2-3 U. S. CUSTOMS PROCEDURES

a. Action. MSC activities at U. S. ports, in coordination with the shipper services, will implement the following procedures as appropriate:

(1) Prior to loading DOD cargo onboard an MSC Force ship, or in commercial space provided by MSC, a duly authorized representative of MSC will submit, in duplicate, to the customs office at the U. S. port of loading, a certificate under Treasury Department Waiver Order TD 53449; see Figure 6-2-1.

(2) When DOD cargo destined to either a domestic or a foreign port is loaded to an MSC Force ship at either a military or commercial facility, the loading shipper service is responsible for ensuring that a Special Short Form Cargo Manifest (*see Figure 6-2-2*) is prepared by the ship's Master for clearance of the ship with U. S. Customs.

(3) MSC Force ships proceeding from one U. S. port to another U. S. port will obtain domestic clearance, naming the port or ports to which bound. Ships proceeding to a foreign port via a domestic port or ports need not name the foreign ports to which bound when clearing the domestic port or ports. A ship's clearance for a domestic port does not preclude signing foreign shipping articles prior to arrival at the final domestic port, provided such articles adequately describe the voyage on which the ship will be employed. Similarly, the signing of foreign shipping articles, adequately describing the voyage, does not preclude clearing a ship for a domestic port.

(4) MSC Force ships in ballast, or loaded only with DOD cargo and/or passengers proceeding from a U. S. port directly to a foreign port or proceeding to a foreign port via a domestic port, for bunkers only, will be instructed by MSC to request clearance for an unnamed destination by presenting a certification by the ship's Master; see Figure 6-2-3.

(5) When DOD cargo is loaded in commercial space provided by MSC at U. S. ports, the ocean carrier will be instructed by MSC not to itemize or describe DOD cargo on copies of their commercial manifests required by U. S. Customs, but, instead, should be instructed to place on such copies a statement referencing Treasury Department Waiver Order TD 53449, and showing the total weight and measurement tons of DOD cargo loaded for each port of destination.

b. Exceptions

(1) No report of arrival or entry shall be required of any ship owned by, or under the complete control and management of the United States or any of its agencies, if such ship (1) is manned wholly by members of the uniformed services of the United States, by personnel in the Civil Service of the United States, or both, and (2) is transporting only property of the United States or passengers traveling on official business of the United States or is in ballast.

(2) The Master of each MSC Force ship arriving from a foreign port shall provide a manifest, in duplicate, which shall include all cargo and a list of any passengers and their baggage. The original of each manifest required shall be filed with the district director within 48 hours after arrival of the ship. The other copy shall be made available for use by the discharging inspectors at the pier. Ships scheduled to discharge cargo at more than one CONUS port will be required to furnish a copy of the manifest to the discharging inspector at each port of discharge.

(3) MSC Force ships loaded with commercial trade cargo cannot request clearance for an unnamed destination under TD Waiver Order 53449 but must comply with normal clearance procedures. The regular detailed shipper service manifest must be furnished Customs for all commercial trade cargo. Such cargo must not be included in the Special Short Form Manifest prepared for DOD cargo onboard.

6-2-4 FOREIGN CUSTOMS PROCEDURES (USNS, RRF AND APF TIME-CHARTERED ONLY)

Due to sovereign immunity considerations, Masters of USNS, RRF and APF time-chartered ships shall not permit foreign customs officers or any other foreign officials to make an examination or search of onboard spaces or cargo.

<p>CERTIFICATION UNDER TREASURY DEPARTMENT WAIVER ORDER TD 53449</p> <p>I hereby certify that approximately (<i>weight, tons or measure tons</i>) of Department of Defense cargo will be laden aboard the (<i>name of ship</i>) on or about (<i>date of lading</i>).</p> <p style="text-align: right;">_____ (Signature)</p> <p style="text-align: right;">_____ (Date)</p>
--

**FIGURE 6-2-1 - CERTIFICATION UNDER TREASURY DEPARTMENT
WAIVER ORDER TD 53449**

SPECIAL SHORT FORM CARGO MANIFEST
(FOR U.S. CUSTOMS ONLY)

Waiver Authority - Treasury Department Waiver Order No. TD 53449

Name of Vessel -

Loading Shipper Service -

Place of Loading -

Dates of Loading - From _____ To _____

Total W/T DOD Cargo Loaded -

Total M/T DOD Cargo Loaded -

(Signature)

(Date)

FIGURE 6-2-2 - SPECIAL SHORT FORM CARGO MANIFEST

**MASTER'S CERTIFICATION UNDER TREASURY DEPARTMENT
WAIVER OFFER TD 53449**

I hereby certify that the *(name of vessel)* is owned by, *(Government-allocated to, chartered to)* ~~*(strike out non-applicable)*~~ MSC and is in ballast or laden only with Department of Defense cargo and/or Department of Defense passengers within the meaning of the above cited Order and request clearance of an unnamed foreign destination.

MASTER
(Authorized representative of MSC)

(Date)

**FIGURE 6-2-3 - MASTER'S CERTIFICATION UNDER TREASURY DEPARTMENT
WAIVER ORDER TD 53449**

CHAPTER 6 - ENTRY AND CLEARANCE

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6-3-1 TAX EXEMPTION OF GOVERNMENT MATERIALS AND EQUIPMENT

a. The Department of the Navy, as the agency of the U. S. Government having custody of contract-operated USNS ships, has taken the position that these ships are public vessels which are exempt from local taxes and assessments other than those charges assessed for services rendered.

b. Contract operators shall instruct Masters of USNS ships, and port agents husbanding these ships, that payment of taxes or charges for other than services performed for the ships shall be resisted and paid only under protest if the departure of the ship would be seriously delayed. The contract-operator shall advise COMSC and the local MSC Area Commander of all such taxes or assessments paid under protest.

6-3-2 CONFISCATION OF GOVERNMENT PROPERTY REPORT (MSC REPORT 4340-1)

If U. S. Government property is confiscated for any reason by officials of a foreign government, an inventory of such items shall be taken immediately by the Master and ship's officers and a receipt obtained from the foreign government official. The Master shall report the matter immediately to the senior U. S. naval officer present and the U. S. consul (*if any*). In addition, a report containing all available facts shall be made to COMSC and the local MSC Area Commander with recommendations for further action. T-AGOS ships shall, in addition, make such facts known to the Operational Commander and T-AGOS Project Office via narrative message. This report is assigned Report Control Symbol MSC 4340-1.

6-3-3 CONFISCATION OF PRIVATE PROPERTY

Confiscation by local authorities, either U. S. or foreign, of personal property of the Master or crew, is a matter for adjudication between the contractor and the confiscating officials, and does not concern the U. S. Navy, except as affecting operating schedules or security. Disputes between the Master or crew and local officials, concerning

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confiscation of privately-owned property, shall not be permitted to delay ship departure or turn-around. Any such delay resulting in additional expense to the Government shall be the subject of special investigation by COMSC with a view to recovering the funds additionally expended. Subject to the results of this inspection, the contractor may be held liable for the funds additionally expended, including the cost of time lost to the ship's schedule.

6-3-4 ENTRY OF FOREIGN REPAIRS

Bureau of Customs ltr VES-13-18-R:CD:C, 10060/R of 24 July 1974 provides that Masters of USNS ships, due to the ships' public vessel status, are not required to file a declaration regarding foreign repairs under section 4.7(d)(i), Customs Regulations, or a vessel repair entry under section 4.14, Customs Regulations.

6-3-5 VESSEL BONDS

By TD 52948, dated 11 March 1952, the U. S. Commissioner of Customs has waived the posting of bonds required pursuant to any provision of law, regulation or instruction which the Secretary of the Treasury or the Bureau of Customs may be authorized to enforce. In view of the foregoing, Masters, agents and other operators' representatives shall not procure any bonds for contract-operated USNS ships.

CHAPTER 6 - ENTRY AND CLEARANCE

**SECTION 4 - DIPLOMATIC CLEARANCES AND VISIT NOTIFICATION
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6-4-1 BACKGROUND

a. OPNAVINST C3128.3S, *Subj: Visits by U. S. Navy Ships to Foreign Countries (U)* and OPNAVINST 3128.9C, *Subj: Diplomatic Clearance for Certain U. S. Navy Marine Data Collection Activities in Foreign Jurisdictions* provide guidance in the planning, obtaining of proper clearances and the execution of visits to foreign countries by MSC Force ships, and diplomatic clearance for survey and research operations in foreign jurisdictions. CNO has delegated to COMSC and MSC Area Commanders authority to initiate requests for diplomatic clearance.

b. Under customary International law, all ships owned or operated by a state and used on government non-commercial service are entitled to sovereign immunity. Custom requires that when such ships call at the port of a foreign country, the government of the country concerned will advise in advance whether or not such a call will be acceptable. This custom does not apply when a ship is driven into a foreign port by stress of weather or other emergency.

c. As discussed in Article 1-2-8, USNS, RRF and APF time-chartered MSC ships are entitled to full sovereign immunity. Accordingly, except in an emergency, USNS, RRF and APF time-chartered MSC ships require either diplomatic clearance or a notification of visit to the proper authority prior to entering certain foreign ports. Some ports may be entered by these ships without prior clearance or notification because of existing governmental agreements.

d. Diplomatic clearance is required by all MSC controlled ships, including chartered ships, for all port calls in Spain. Ships may not enter port until they have been notified by their Operational Commander that diplomatic clearance has been granted. See Article 6-4-4.

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6-4-2 DIPLOMATIC CLEARANCE AND VISIT NOTIFICATION FOR PORT CALLS

a. Sealift TYCOM Group Commander/Sealift Operational Task Group Commander has OPCON

(1) When an MSC Force ship is under the OPCON of a Sealift TYCOM Group Commander or Sealift Operational Task Group Commander (*see Articles 2-1-4 and 2-1-5*), the MSC Area Commander in whose area of responsibility the port call is located is responsible for initiating and obtaining the required clearances. OPNAVINST C3128.3S provides policy and direction on initiating these requests.

(2) If diplomatic clearance has not been obtained within 48 hours of the ship's estimated time of arrival, as indicated in the ship's latest movement report, the cognizant MSC Area Commander will initiate further action to expedite processing the clearance request.

(3) The information required by OPNAVINST C3128.3S for diplomatic clearance and visit notification will be contained in the original voyage schedule message promulgated by the cognizant Sealift TYCOM Group Commander or Sealift Operational Task Group Commander.

b. Other Navy Commander has OPCON. When an MSC Force ship is not under the OPCON of a Sealift TYCOM Group Commander or Sealift Operational Task Group Commander, the Navy commander having OPCON is responsible for initiating and obtaining the required clearances.

c. In as much as diplomatic clearance or notification is for a specific in-port period of time, it is necessary that the local authorities be advised of any changes in the in-port schedule. The responsibility for liaison with the port diplomatic clearance authority lies with the command which was responsible for arranging diplomatic clearance. The local MSC representative(s) shall keep apprised of changes to the in-port/underway schedule and shall interface and assist, when necessary, in diplomatic clearance matters between the arranging command and the foreign diplomatic clearance authorities. In no case shall the ship liaise directly with the foreign diplomatic clearance authority other than in the form of a LOGREQ.

d. Under normal (*i.e., non-emergency*) circumstances, Masters of MSC Force ships requiring clearance shall wait until notified through proper channels that foreign diplomatic clearance or visit clearance has been granted, before:

(1) submitting a LOGREQ or PREREP message or other port entry and services request, and

(2) entering the foreign port.

e. When an MSC Force ship requiring clearance must put into a foreign port because of stress of weather or such emergencies as hospitalization of patients, lack of water, etc., the Master shall advise the command which has OPCON over the ship and that organization shall provide the appropriate notifications prior to the ship's arrival. COMSC (*and in the case of T-AGOS ships, also the FLTCINC*), the local MSC Area Commander, and the nearest MSC representative shall be notified immediately as to the port of call, reason for entering and expected time of departure. This information should also be given to the senior U. S. naval officer and American consul present, if any.

6-4-3 DIPLOMATIC CLEARANCE FOR OFFSHORE SURVEYS AND RESEARCH

Diplomatic clearance may be required for MSC Force ships to conduct surveys or research in territorial waters of foreign countries and/or on the contiguous continental shelves. If such clearance is required, the commander exercising project control is responsible for initiating this action in accordance with the provisions of OPNAVINST 3128.9C.

6-4-4 SPECIAL DIPLOMATIC CLEARANCE INSTRUCTIONS

a. Rota, Spain (NAVSTA ROTA SP). All MSC controlled ships calling at Rota must have diplomatic clearance. The ship's operational commander must submit a formal diplomatic clearance request to the Spanish Government no later than 5 working days prior to arrival. The request must state specific arrival and departure dates (*EDA and EDD*). If those dates change, a formal amendment must be submitted to the Spanish Government for approval. Ships may not enter port until they have been notified by their operational commander that diplomatic clearance has been granted.

b. Black Sea Ports. MSC controlled ships may not transit the Bosphorus Straits without prior approval from COMSCEUR. The U. S. Government must submit a special advance request to the Turkish Government to obtain permission for MSC controlled ships to transit the Bosphorus Straits and be in receipt of specific transit instructions before transiting.

CHAPTER 7 - MAINTENANCE AND REPAIR

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7-1-1 MATERIAL READINESS

a. A COMSC objective is to maintain the MSC Force to a uniform set of standards in terms of fleet readiness. Fleet readiness has three components - material, personnel and training. Material readiness encompasses the required maintenance, repair and logistics support for effective operations.

b. COMSC provides MSC Force ships to FLTCINCs for strategic sealift, direct fleet support and special mission support. These ships, including activated RRF ships, will not change operational control (*CHOP*) to FLTCINCs until they are mission ready including a sufficient level of material readiness to meet mission requirements.

c. Unlike other Navy fleet units, there is no intermediate level of maintenance for MSC Force ships. When required maintenance and repairs (*M&R*) are beyond the capability or capacity of a ship's crew, commercial *M&R* services, including technical services are used. Under normal circumstances, sufficient commercial *M&R* services are available. However, if peace or wartime operations require MSC Force ships to operate for extended durations in areas where there is insufficient commercial support, COMSC as the Sealift TYCOM will develop or coordinate the development of maintenance policies and procedures with FLTCINCs to ensure the material readiness of MSC Force ships. Support concepts include the use of government *M&R* services, such as Navy tenders, repair ships and advanced based maintenance facilities and government airlift of commercial technical and repair personnel, repair parts and equipment.

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d. To plan for maintenance support requirements during wartime and contingency operations, COMSC will identify MSC Force ship maintenance concepts and requirements during the OPLAN development process.

7-1-2 STANDARDS AND RESPONSIBILITIES

a. Military Sealift Command Maintenance Philosophy. The Military Sealift Command maintenance philosophy consists of five major elements:

- (1) Employing skilled, career, licensed marine engineers
- (2) Providing technology and tools to enhance maintenance planning and execution
- (3) Using continuous ships force maintenance supplemented by industrial assistance while reducing schedule impacts
- (4) Emphasizing life cycle management and cost effectiveness with the commercial port engineer concept
- (5) Maximizing ship availability for customer use at the lowest possible cost

b. This philosophy is rooted in the traditional practices of the commercial merchant service and has been updated to be proactive and quantitatively based. Commercial practice emphasizes maximizing cost effectiveness and ship availability. MSC ship design, construction, maintenance, repair and alteration is governed by commercial standards and practices. Military standards are only employed where interoperability applies, such as UNREP equipment, fleet communications, weapons handling, etc.

c. Over a decade ago MSC began implementing a maintenance management system based on preventive and predictive tools and technologies. This approach is proactive, flexible and directed towards providing the Chief Engineer the information and tools necessary to make informed, prudent and cost effective maintenance decisions. The Shipboard Automated Maintenance Management (*SAMM*) system and its associated components; vibration monitoring, lube oil supply and analysis, chemical treatment, performance analysis and diesel engine performance monitoring constitute the family of MSC condition based maintenance systems. These systems shift efforts from corrective to preventive maintenance, from casualty correction to proactive intervention and results in fewer days out of service and reduced catastrophic failures.

d. MSC has a long history in classing and certifying ships with American Bureau of Shipping (*ABS*) and USCG. This influences the way we design, operate and maintain ships. MSC's condition based maintenance approach has received approval by these regulatory bodies in lieu of former open and inspect requirements. If preventive maintenance has been performed and documented, and condition based data indicates no deterioration, then survey credit can be issued. In short, we do not open equipment solely based on elapsed time. We perform inspections based on an established schedule provided by SAMM. We repair based on known conditions.

e. Inherent in commercial practice is the port engineer concept which is the close integration of technical and financial management of maintenance. The port engineer provides a single point of contact for accountability and responsibility of the life cycle management of material condition and regulatory body (*ABS/USCG*) interface. This allows great flexibility in planning and leads to a continuous maintenance approach. All available opportunities to perform normal and corrective maintenance are utilized while limiting scheduled repair availabilities and time out of service. Ship's force capability and service order industrial assistance are emphasized in performance of periodic maintenance and voyage repairs. Repair work is scheduled whenever feasible to avoid altering the schedule or removing the ship from being available to the sponsor.

f. In summary, MSC employs an efficient and cost effective maintenance approach that strives to maximize ship availability to the customer.

g. USNS Ships

(1) *ABS* rules, U. S. Coast Guard (*USCG*) regulations, U. S. Merchant Marine practices and U. S. Navy standards such as those used by the U. S. Navy Board of Inspection and Survey (*INSURV*), form the basis for USNS ship M&R standards. USNS ship M&R standards are published as COMSC instructions in the 4700 and 9000 series. In the case of contract-operated USNS ships, the various contracts contain M&R provisions and standards.

(2) COMSC, as the TYCOM, has overall responsibility for the material readiness and required M&R of all USNS ships. The Engineering Officer (*N7*) sets the M&R policy for COMSC, as published in COMSCINST 4700.2F, *Subj: Administrative Procedures for the Alteration, Maintenance and Repair of MSC Ships*, and COMSCINST 3540.6, *Subj: Engineering Operations and Maintenance Manual*. The Program Managers are responsible to COMSC for ensuring the TYCOMs M&R standards are met. In the case of contract-operated USNS ships, the operator is contractually responsible to the Program Manager for M&R in accordance with the terms of the contract; however, COMSC retains overall responsibility for MSC Force ship readiness, including contract-operated USNS ships.

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h. Chartered Ships. COMSC does not prescribe detailed M&R standards for privately-owned chartered ships; however, ship smartness and performance standards are included in each charter party. The charter-operator must comply with regulatory requirements. COMSCINST 3540.6, *Subj: Engineering Operations and Maintenance Manual*, contains material and machinery operation standards which may be used as guidelines by the operators of MSC chartered ships. The charter operator is contractually responsible for the material readiness of his ship, including required M&R; however, COMSC as the Sealift TYCOM retains overall responsibility for the readiness of all MSC Force ships, including chartered ships.

i. RRF Ships. COMSC, as the Navy's Sealift TYCOM and RRF Program Manager, establishes RRF ship M&R policies and standards. The Maritime Administration (MARAD) then invokes these requirements in GAA and ship operating contracts. Although both MARAD and their general agents and contract-operators have responsibilities for ensuring that the prescribed M&R standards are met, COMSC retains overall responsibility for the readiness of RRF ships whether active or inactive.

j. Each operating contract, charter and GAA, contain unique M&R provisions. The M&R policies and direction contained in this chapter are general in nature. In the event of conflicts between the contents of this chapter and the provisions of operating contracts, charter parties or GAAs, the provisions of those documents will take precedence.

k. Appendices contain M&R policies and direction that are unique to specific ship types; e.g., tankers and T-AGOS. That information is additive to the contents of this chapter.

7-1-3 CASUALTY REPORTS

MSC ships should closely follow the prescribed CASREP format guidance of their USN OPCON and not just wing it! The excuse "it's sponsor's equipment" should never be an excuse for poorly written and late CASREPs! Casualties shall be reported in accordance with Article 2-12-1, figures 2-12-1 through 2-12-7.

7-1-4 INCLINING EXPERIMENTS (USNS ONLY)

ASTM Standard F 1321-93, "*Standard Guide for Conducting a Stability Test (Light Weight Survey and Inclining Experiment)*," provides standard instructions for performing and conducting inclining experiments on USNS ships. The guidance and procedures contained therein apply to all USNS ships, USCG certificated or not.

7-1-5 CONFIGURATION MANAGEMENT PROGRAM (USNS ONLY)

The ability to accurately define the equipment configuration of a ship and its systems is a critical factor in maintaining proper shipboard support. MSC and contract-operator managers responsible for the operation, maintenance, modification and logistics support of both ships and equipment have a common need for this information. COMSC has a Configuration Management Program *which* ensures accurate definition and documentation of installed equipment and orderly incorporation of USNS ships into the Navy's Weapons Systems File (*WSF*) with the ultimate goal of producing and maintaining up-to-date Coordinated Shipboard Allowance Lists (*COSALs*) for each ship in the program. The Chief Engineer on each ship included in this program will designate a licensed engineer as the Configuration Manager who will be responsible for the accurate maintenance of the ships configuration status. COMSCINST 4790.3B, *Subj: Equipment Configuration Data Management and Logistic Support for Ships of the Military Sealift Command*, promulgates the MSC Configuration Management Manual which contains policy and provides direction for maintaining an accurate equipment configuration baseline. Section 4 of this chapter provides related information on COSAL maintenance.

7-1-6 MATERIAL AND MACHINERY OPERATION STANDARDS (CIVMAR USNS ONLY)

The U. S. Merchant Marine standards for material maintenance and machinery operation apply to civil service manned USNS ships and are derived from the rules of ABS, the regulations of USCG for ship inspection and good engineering practice. Specific material maintenance and operating standards for civil service manned USNS ships have been developed, and are contained in COMSCINST 3540.6.

7-1-7 ADMINISTRATION FOR MAINTENANCE AND REPAIR OF USNS SHIPS (CIVMAR USNS ONLY)

COMSCINST 4700.2F provides guidance to MSC subordinate commands and crewmembers concerned with the maintenance, repair and alteration of civil service manned USNS ships. COMSCINST 3120.2D; *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*, promulgates policies concerning maintenance standards, ships force work in private shipyards, repair work in private shipyards and repair work in foreign ports.

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7-1-8 SCHEDULING DRY DOCKING AND OVERHAUL (*CIVMAR USNS ONLY*)

USCG certificates are to be renewed every second year for USNS ships that are certificated with the Coast Guard. For non-certificated ships, the drydocking and overhaul periods are similar. Such ships are presented instead for inspection in accordance with the most recent Memorandum Of Understanding between MSC and the U. S. Navy Board of Inspection and Survey (*INSURV*). COMSCINST 4700.2F and COMSCINST 3540.6 promulgate COMSC policies for overhaul and drydock cycles and periods for these ships. It also provides guidance for the scheduling of USCG reinspections and *INSURV* inspections.

7-1-9 ABS SURVEYS (*CIVMAR USNS ONLY*)

It is the COMSC policy to have all ABS classed civil service manned USNS ships under Continuous Survey. On certain ships, it may be advantageous to remain under ABS Special Survey. For those instances, a specific waiver of the Continuous Survey requirement must be requested from COMSC. COMSCINST 3540.6 prescribes COMSC policy for ships classed with ABS and establishes related actions for Program Managers.

CHAPTER 7 - MAINTENANCE AND REPAIR

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7-2-1 PAINT AND PRESERVATION (USNS ONLY)

A key element in prolonging the useful life of any ship is an effective painting and preservation program to minimize the corrosive effects of operating in a marine environment. COMSC has identified paints and specialized coating systems with superior performance, durability and economic effectiveness for MSC service. COMSCINST 4750.2C, *Subj: Preservation Instructions for MSC Ships*, establishes policies and provides direction for selecting, applying and maintaining the proper coating systems in USNS ships.

7-2-2 CLEANING AND MAINTENANCE OF DECK COVERINGS (USNS ONLY)

Few materials onboard ship receive as much wear and cleaning as deck coverings. Rough and improper maintenance methods will quickly destroy the appearance and durability of these materials and lead to expensive replacement. NSTM Chapter 634, *Deck Coverings*, specifies procedures for cleaning and maintenance of various type deck coverings and procurement specifications for surface dressing of MAGNESITE decks in USNS ships.

7-2-3 MAINTENANCE AND OPERATION OF DEGAUSSING (CIVMAR USNS ONLY)

a. Policy. It is COMSC policy that MSC ships which have degaussing systems installed shall maintain these systems in good operating condition at all times, as required by OPNAVINST C8950.2F, *Subj: Magnetic Silencing (U)*, except as indicated in paragraph e. Ships should be ranged and checked quarterly and in no event less than once a year. Program Managers shall notify COMSC in those cases where schedules must be revised to permit ranging in accordance with the foregoing policy.

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b. Operation of Degaussing Installations. Degaussing systems shall be properly energized as required by Article 475 of NAVSHIPS Technical Manual, Chapter 475, *Mine Protection*, and on all occasions when considered advisable by the Master to protect the ship from magnetic mines and/or torpedoes. Specifically, the degaussing systems shall be properly energized when ships are sailing in magnetic-mined danger areas indicated on charts and in Sailing Directions.

c. Responsibility. It is the responsibility of the Program Manager, with respect to the ships under his administrative command, and the Master of each ship to: (1) familiarize himself with the provisions of NAVSHIPS Technical Manual Chapter 475; (2) be assured that degaussing coils and equipment are properly installed, maintained and repaired; and (3) ensure that compass-compensating coils are adequate to ensure proper operation of the ship's magnetic compasses. The procedure for carrying out these functions shall be as specifically outlined under Part I of NAVSHIPS Technical Manual, Chapter 475. In USNS ships, repairs or replacements beyond the capacity of the ship's force are to be accomplished by private contractor, unless otherwise authorized by COMSC as indicated in paragraph e. Degaussing installation shall be inspected during regular overhauls as required by Article 475 of NAVSHIPS Technical Manual, Chapter 475.

d. Ranging and Deperming Facilities. Ranging and deperming facilities are listed in U. S. Navy Degaussing Facilities (NAVSHIPS) Form 8950/45.

e. Malfunctioning Degaussing Equipment. When any USNS ship covered by this article discovers that its degaussing installation is unsatisfactory and that repairs are beyond the capacity of the ship's force, the Master shall advise the cognizant Program Manager's Field Activity of this condition and submit a voyage repair request. Major repairs in excess of \$3,000 shall not be accomplished without approval from the Program Manager. When repairs exceed \$3,000, the Field Activity shall provide the Program Manager with a list of the repairs required and the estimated cost. The Program Manager will then review the matter for resolution on an individual ship basis and advise the Field Activity of the action to be taken. In the interim, the ship shall continue its scheduled operations unless otherwise directed.

7-2-4 STEERING GEAR TESTING AND MAINTENANCE STANDARDS (CIVMAR USNS ONLY)

Proper testing and maintenance of shipboard steering systems is essential to ensure safety and mission performance. COMSCINST 3540.6, *Subj: Engineering Operations and Maintenance Manual*, requires the establishment of shipboard programs to monitor and maintain steering gear machinery and controls in civil service manned USNS ships.

**7-2-5 ELEVATOR AND DUMBWAITER TESTS AND INSPECTIONS
(CIVMAR USNS ONLY)**

Serious personnel casualties can result from defective equipment and improper operation of elevators and dumbwaiters. Many casualties can be prevented if the subject equipment is adequately maintained and the proper operating procedures observed. COMSCINST 3540.6 promulgates policies and provides direction for the systematic maintenance, testing, operation and inspection of this equipment.

**7-2-6 BOILER WATER AND DIESEL COOLING WATER CONDITIONING
(CIVMAR USNS ONLY)**

Reliable boiler operation is dependent upon good quality feedwater. Proper testing and treatment is the key to successful operation of main and auxiliary boilers and a major factor affecting the dependability of a ship. Similarly, dependable diesel engine operation is dependent upon good quality jacket cooling water. MSC centrally contracts for boiler water and diesel cooling water technical and logistic support. COMSCINST 3540.6 promulgates policy and directs establishment of shipboard programs to monitor, treat and maintain boiler water, feedwater and diesel cooling water.

CHAPTER 7 - MAINTENANCE AND REPAIR

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7-3-1 ELECTRONICS INSTALLATION STANDARDS

COMSCINST 9670.10B, *Subj: Installation and Maintenance of Navy Electronics in Certain MSC Ships*, establishes policy with respect to the installation and modification of electronic equipment and spaces in civil service manned and contract-operated USNS ships. For the purposes of that instruction, electronic equipment is that equipment installed for purposes of radio communication, electronic navigation, interior communication, sponsor's projects and entertainment purposes.

7-3-2 MAINTENANCE AND REPAIR OF ELECTRONICS INSTALLATIONS

USNS ships are equipped with diversified electronic equipment. Several manufacturers of such equipment maintain service organizations throughout the world through which particular knowledge of their equipment is made available. These service organizations are also kept informed of the manufacturer's recommendations of modifications for improved performance and provide local supply support of repair parts for the specific equipment. COMSCINST 9670.10B, establishes MSC policy regarding the use of service contracts with commercial concerns for the maintenance and repair of electronic installations.

7-3-3 MAINTENANCE OF ELECTRONIC MATERIAL RECORDS

In most instances, problem analysis and troubleshooting of equipment is simplified if detailed records of past maintenance actions are available. COMSCINST 9670.10B, establishes a uniform system for maintaining electronic material history records.

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7-3-4 ELECTRONIC EQUIPMENT ALLOWANCE

COMSCINST 9670.1G, *Subj: Allowance of Electronic Equipment for MSC Ships in Service (USNS)*, promulgates authorized allowance of electronic equipment for USNS ships. This allowance includes all authorized electronic navigational aids, communications, test and measuring, radio and RADIAC equipment.

7-3-5 NAVY ELECTRONICS EQUIPMENT

COMSCINST 9670.1G establishes the USNS ships that possess Navy Electronics Equipment. COMSCINST 9441.1, *Subj: Radio Communication System Demonstration Test Package*, establishes the policy with respect to maintaining readiness of the Navy radio communication systems onboard those USNS ships.

CHAPTER 7 - MAINTENANCE AND REPAIR

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7-4-1 GENERAL

a. USNS Ships. Each USNS ship is provided a Consolidated Shipboard Allowance List (COSAL). Each COSAL is tailored and maintained to suit the specific needs and equipment configuration of a single ship. The COSAL is part of each ship's required records. When properly maintained, the COSAL is a dynamic document which provides shore activities and crewmembers with accurate, complete and up-to-date data regarding the ship's hull, mechanical, electric and electronic equipments, equipage, repair parts, consumables, associated materials and Technical Manuals. The COSAL is described in depth in Ships Parts Control Center (SPCC) Instruction 4441.170A, *Subj: COSAL Use and Maintenance Manual*; and Chapter 2 of Naval Supply (NAVSUP) Publication 485, *Afloat Supply Procedures*. Under our CDMP, MSC develops automated COSALs which include the same information. Automated COSAL data is included in MSC's Shipboard Configuration and Logistics Information Program (*ShipCLIP*). MSC ships with ShipCLIP installed are not required to maintain the paper COSAL.

b. Civil Service Manned USNS ships shall maintain COSALs in accordance with COMSCINST 4000.2A, *Subj: Supply Procedures Manual*; and COMSCINST 4790.3B, *Subj: Equipment Configuration Data Management and Logistic Support for Ships of the Military Sealift Command*.

c. Contract-operated USNS ships shall maintain COSALs in accordance with the provisions of the applicable contract.

(1) Although COSALs are prepared by the Government, contract operators of USNS ships are responsible for maintaining its accuracy, adequacy and completeness. They are also responsible for documenting and reporting to COMSC all equipment changes, errors and omissions as the basis for formal revisions, corrections and for ensuring the prescribed onboard spares are maintained.

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(2) Contract operators and their Masters or department heads shall initiate timely "*reports of equipment change*" or "*requests for correction*" of COSALs in accordance with the procedural requirements stipulated in the succeeding parts of this section.

d. Chartered ship allowance lists will be established by the ship owner in accordance with the charter party.

e. All MSC Force ships are expected to carry a full load of those stores, provisions and repair parts that will be required to carry out their assigned voyage and to have sufficient surplus to accommodate delays in the voyage or unforeseen diversions.

7-4-2 COSAL GENERAL ARRANGEMENT AND PURPOSE (*USNS ONLY*)

a. COSALs in use for USNS ships encompass the ship's fixed and portable hull, mechanical, electrical and ordnance equipments. The COSAL is comprised of three parts:

(1) Part I is a comprehensive alphabetic sequence index. It is organized into subdivisions "A" and "B," which provide search capabilities by equipment or component nomenclature or by service application, respectively.

(2) Part II is a formal approved record of the ship's fixed and portable equipments. It includes a technical description with basic engineering performance characteristics for each equipment or component onboard with a list of applicable replaceable parts and special tools. The APL (*Allowance Parts List*) is a technical document prepared for individual equipment/components installed onboard ship and lists the maintenance worthy repair parts for the equipment/component. The AEL (*Allowance Equipage List*) is a technical document prepared for various categories of equipage (*portable equipments*) or mechanical and electrical systems and includes the parts and material required to operate and/or maintain the system.

(3) Part III is comprised of a SNSL (*Stock Number Sequence List*) and a cross reference list division. The divisions within the SNSL list the allowance requirements of repair parts to support the installed equipment, and the stock levels to be maintained onboard. The SNSL divisions subdivide the items into storeroom or operating space items. The cross reference list division identifies all manufacturer's part numbers listed in the APLs to the applicable stock number.

b. ShipCLIP is an automated version of the COSAL. ShipCLIP includes the same sections as the paper COSAL along with numerous other entry points and indices to identify parts, equipment or technical manuals.

c. COSALs provide users with an approved material reference catalog for identifying ship material, equipment and supplies for normal procurement, replacement, disposal and other management or planning purposes. Information is documented according to approved standards that are readily recognized at the various Navy supply and management levels concerned with the logistics support of MSC Force ships.

7-4-3 REQUESTS FOR CHANGE IN ALLOWANCE (USNS ONLY)

a. Revisions to published COSALs may be required for various reasons, including but not limited to:

- (1) Material failure rates which are significantly greater or less than initially estimated;
- (2) New operating areas or conditions which require different levels of support;
- (3) Mission assignments which require additional equipage and/or repair parts.

b. It is each ship's responsibility to recognize and promptly request necessary allowance list changes.

c. Civil service manned USNS ships shall use NAVSUP 1220-2, *Allowance Change Request (ACR)* for requesting item additions/deletions or quantity increases/decreases in published allowance lists. Guidance and procedures for submitting ACRs is contained in COMSCINST 4790.3B, *Subj: Equipment Configuration Data Management and Logistic Support for Ships of the Military Sealift Command*; NAVSUP P-485, *Afloat Supply Procedures*; and the ShipCLIP User's Manual. ShipCLIP provides on line capability to create Allowance Change Requests. MSC ships with ShipCLIP installed are not required to generate paper forms.

d. Contract-operated USNS ships shall initiate requests for changes to allowance lists to COMSC in accordance with the provisions of individual contracts. Some contracts call for the use of NAVSUP 1220-2, *Allowance Change Request (ACR)*, while others consider a request for an allowance change to be within the definition of an "*alteration*." Procedures for submitting such an "*alteration*" request by tankers and T-AGOS are provided in the appropriate appendices. ShipCLIP provides on line capability to create ACRs. MSC ships with ShipCLIP installed are not required to generate paper forms.

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7-4-4 COSAL MAINTENANCE PROCEDURES (*USNS ONLY*)

a. A configuration change requiring a COSAL maintenance action occurs whenever any system, equipment, component or unit is installed, removed, modified or relocated. Examples of events that cause configuration changes are:

(1) Substitution of an installed or in-use equipment/component with its onboard spare components;

(2) Receipt or turn-in of electronic test equipment;

(3) Replacement of a unit/component with a different part number, particularly if either is serialized;

(4) Installation of any new equipment or component either as a separate unit or as an addition to an existing system;

(5) Relocation of any equipment or component, except portable equipment;

(6) Removal or withdrawal from service of any installed or in-use equipment, including test equipment;

(7) Turn-in of an equipment or component to a repair activity for which a different equipment or component is received (*e.g., different manufacturer, model number, serial number*); or

(8) Modification of an installed or in-use equipment as a result of repairs, operating deficiencies, etc., when the modification changes the logistic support requirements of the equipment.

b. Civil service manned USNS ships shall use a Configuration Change Form to document and report all actions involving a completed configuration change. Procedures for completing and submitting the forms are provided in COMSCINST 4790.3B, *Subj: Equipment Configuration Data Management and Logistic Support for Ships of the Military Sealift Command* and the ShipCLIP User's Manual. ShipCLIP provides on line capability to create Configuration Changes. MSC ships with ShipCLIP installed are not required to generate paper forms.

c. Contract-operated USNS ships have COSAL maintenance responsibilities as follows:

(1) Initial Delivery. Upon accepting delivery of a USNS ship for operation, contract operators shall initially verify the accuracy, adequacy and completeness of the allowance list and report any deficiencies or necessary corrections of record to COMSC. Upon receipt of pertinent information, COMSC will issue appropriate new or corrected allowance list change pages and provide initial support requirements. These pages shall be verified for accuracy and suitability upon receipt by the ship.

(2) Ongoing Maintenance. The contract-operator shall assure that changes in ship equipment installations (*configuration changes, i.e., additions, replacements and removals*) occurring under their cognizance and affecting the accuracy or completeness of allowance records are documented and reported to COMSC (*and for T-AGOS ships, also to the T-AGOS Office*) as soon as practicable, and in all cases within 30 days after accomplishment; see paragraph a for general examples of such changes. The following are representative of specific situations requiring COSAL changes:

(a) For components currently onboard which are not covered in the allowance list, the contractor shall provide the following information:

- (1) Complete nameplate data
- (2) Technical manual number (*NAVSEA number*), if available
- (3) Manufacturer's name and drawing number, if available
- (4) The quantity of the components presently onboard
- (5) The service application (*the system in which component is used*)

(b) For components listed in the allowance list which are not actually onboard, the contractor shall provide:

- (1) The name and identification (*APL*) number of the component
- (2) The quantity which is to be deleted
- (3) The service application

(c) For components currently onboard that do not agree with the allowance list, the contractor shall provide:

- (1) Complete nameplate date

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(2) The service application

(3) Quantity installed

(d) For components which have been changed, the contractor shall provide:

(1) The service application

(2) Quantity installed or removed

(3) Whether the new installation replaces the old one listed in the COSAL or is an addition.

(e) Contract operators may incorporate requirements for preparing the documented allowance list change information within shipyard work specifications when the nature and scope of tasks. The Chief Engineer of each ship is responsible for submitting changes to the COSAL.

(f) When existing equipment components are replaced by identical units for which existing onboard repair parts are suitable and adequate and the correction of record involved is limited to component serial numbers only, update any manual records on hand and report the serial number change using the "change" option on a Configuration Change Report using ShipCLIP.

(g) To maintain COSALs, the pertinent changes must be submitted to COMSC by the contract-operator on a Ship's Configuration Change Form. Instructions for preparing Configuration Change Forms are contained in COMSCINST 4790.3B, *Subj: Equipment Configuration Data Management and Logistic Support for Ships of the Military Sealift Command* and the ShipCLIP User's Manual. Contract operators may use ShipCLIP to create Logistics Feedback report errors or corrections required.

(h) After review, the completed forms will be forwarded by COMSC for processing and mechanized incorporation into the ships' COSALs.

d. An exception to the foregoing procedure is the action taken for changes to government-furnished ordnance allowances. Approval to change an ordnance allowance list must be obtained from the Naval Sea Systems Command (NAVSEASYSCOM) via COMSC. Upon approval, NAVSEASYSCOM directs the Naval Weapons Support Center at Crane, IN to publish or revise the ship's applicable NAVORDLIST reflecting the approved ordnance allowance. This data is incorporated into the ordnance section by the Navy's Ships Parts Control Center upon receipt of its copy of the NAVORDLIST.

7-4-5 CORRECTIONS AND OMISSIONS (*CONTRACT-OPERATED USNS ONLY*)

a. Contract operators shall ensure that all recognized obsolescence, errors or omissions of information or data in the ships allowance lists are appropriately documented and submitted to COMSC at the earliest opportunity as a "*Request for Allowance List Correction.*" In all such cases applicable allowance list part, group, page and line numbers or APL number for COSAL lists, shall be included with other significant detailed information in the letter reports.

b. In changes of identical equipment under the COSAL system, update any manual records on hand and report the serial number change using the "change" option on a Configuration Change Report using ShipCLIP.

7-4-6 VALIDATION (*CONTRACT-OPERATED USNS ONLY*)

When required by COMSC to upgrade inaccurate existing allowance lists or to ensure for new construction, converted or overhauled ships that the initial or existing allowance lists are made to reflect all installed equipments, equipage and their onboard repair parts, the contract-operator shall have the designated allowance lists validated in accordance with instruction provided by the program logistics representative and Configuration Data Manager.

CHAPTER 8 - MATERIALS, SUPPLIES AND SERVICES

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8-1-1 SUPPLY READINESS

a. A COMSC objective is to maintain the Sealift Force to a uniform set of standards in terms of fleet readiness. Fleet readiness has three components - material, personnel and training. Material readiness encompasses the required logistics support (*including supply support*) and maintenance for effective operations.

b. COMSC provides MSC Force ships to FLTCINCs for strategic sealift, direct fleet support and special mission support. These ships, including activated RRF ships, will not change operational control (*CHOP*) to FLTCINCs until they are mission ready including a sufficient level of supply readiness to meet mission requirements.

c. MSC Force ships use both commercial and military sources of supply for repair parts, stores and subsistence. Ships obtain repair parts, non-standard repair parts, and other stores from the Navy and DOD Supply System when the system can provide the right material at a reasonable price within the required timeframe. In the event that non-standard repair parts or other stores and services must be obtained from commercial sources, ships may use their purchase card or submit the requirement to the supporting program office or to the nearest Navy supply source ashore for procurement. Strategic Sealift Force ships, will normally be stored in CONUS or their customary operating base with adequate stores to return the ships to CONUS without resupply. Commercial operators of MSC Force ships will draw on naval stores, for both repair parts and other stores, when peace or war-time conditions require these ships to operate for extended durations in areas where there is insufficient support. COMSC, as the Sealift TYCOM, will coordinate supply policy and procedures with the FLTCINCs to ensure the material readiness of MSC Force ships. Under these circumstances, the following supply support responsibilities, policies and procedures may be implemented:

- (1) COMSC arrange for access to the Defense Transportation System (*DTS*) by MSC Force ship contract, charter and general agent operators.

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(2) Sealift TYCOM Group Commanders/MSC Area Commanders

(a) Access Navy/Government stocks on a "*fill or kill*" basis to obtain repair parts to correct C-3 and C-4 CASREPs.

(b) Requisition and provide Navy equipment, equipage and repair parts for Navy unique mission systems such as UNREP stations in RRF and chartered ships.

(3) Sealift Operational Task Group Commanders

(a) Request cognizant Numbered Fleet Commanders to conduct or authorize Navy fleet supply screening to expedite locating and obtaining repair parts to correct C-3 and C-4 CASREPs.

(b) Arrange for stores and subsistence resupply from Navy MLSF units and advanced bases.

d. To plan for supply support requirements during wartime or contingency operations, COMSC will identify MSC Force supply concepts and requirements during the OPLAN development process.

8-1-2 STANDARDS AND RESPONSIBILITIES

a. USNS Ships. COMSC as the Sealift TYCOM has overall responsibility for the supply readiness of all USNS ships. CIVMAR manned ships are administratively assigned to Sealift TYCOM Group Commanders/MSC Area Commanders who are responsible to COMSC for ensuring that the TYCOMs supply readiness standards are met. In the case of contract-operated USNS ships, the operator is contractually responsible for supply readiness in accordance with the terms of the contract; however, COMSC retains overall responsibility for the readiness of all MSC Force ships, including contract-operated USNS ships.

b. Chartered Ships. COMSC generally does not prescribe supply readiness standards for privately-owned chartered ships. In certain cases, such as chartered Afloat Prepositioning Force (*APF*) ships (*which includes MPS*), required endurance levels for repair parts, stores and substitutes are prescribed. The charter-operator is contractually responsible for the readiness of his ship; however, COMSC as the Sealift TYCOM retains overall responsibility for the readiness of all MSC Force ships, including chartered ships.

c. RRF Ships. COMSC, as the Navy's Sealift TYCOM and RRF Program Manager, establishes RRF supply policies and standards. The Maritime Administration (*MARAD*) then invokes these requirements in ship operating contracts. Both *MARAD* and their general agents and contract-operators have responsibilities for ensuring that the prescribed standards are met and ship readiness is maintained; however, COMSC retains overall responsibility for the readiness (*including supply readiness*) of all RRF ships whether active or inactive.

d. Each operating contract and charter party identify supply support responsibilities. The supply policies and direction contained in this chapter are general in nature. In the event of conflicts between the contents of this chapter and the provisions of operating contracts or charter parties, the provisions of those documents will take precedence.

e. SOM Appendices contain supply policies which are unique to a specific ship type; e.g., tankers and T-AGOS. That information is additive to the contents of this chapter.

8-1-3 AFLOAT PREPOSITIONING FORCE

a. Ships of the APF, unlike ships in "*Common-User*" Sealift Operations, have prescribed endurance levels for stores, provisions and repair parts. They are required to maintain: 90 days of dry stores, 45 days of subsistence freeze and chill provisions, 90 days of lube oil and an adequate spare parts inventory to handle anticipated M&R requirements for a 6-month period, without replenishment from normal stock points or other sources.

b. COMSCINST 3500.7B, *Subj: Assignment to Afloat Prepositioning Force at Diego Garcia*, provides information concerning logistics support of the APF.

8-1-4 AMMUNITION REQUISITIONING AND REPORTING

The Conventional Ammunition Integrated Management System (*CAIMS*) is the Navy management information system for ammunition. COMSCINST 8010.3B, *Subj: Ammunition Requisitioning and Reporting Instruction*, promulgates policies and procedures in support of *CAIMS*. All MSC activities with an ammunition allowance are required to adhere to the provisions of that instruction for requisitioning, receiving, disposing, expending, storing or issuing Navy ammunition. This applies to all ships that have government small arms and ammo allowance.

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8-1-5 MATERIALS HANDLING EQUIPMENT (USNS ONLY)

COMSC/NAVSUPINST 10491.1, *Subj: MSC and NAVSUP Policy on MSC Owned Materials Handling Equipment*, implements Navy directives, assigns responsibilities for management of MHE and provides administrative policies and procedures for management of MHE assigned to MSC. This directive is applicable to COMSC, MSC Area Commanders and civil service manned and contract-operated USNS ships.

8-1-6 SUPPLY PROCEDURES (USNS ONLY)

COMSCINST 4000.2A, *Subj: Supply Procedures Manual* provides policy and direction for management of supply activities aboard civil service manned and contract-operated USNS ships.

8-1-7 ALLOWANCE LISTS (CONTRACT-OPERATED USNS ONLY)

a. Contract-operated USNS ships are supplied with a Coordinated Shipboard Allowance List (*COSAL*) which provides information regarding installed equipments together with a listing of required spare/repair parts, including quantities, to be carried onboard. It is the government's responsibility to ensure that this allowance list is complete and up to date at the time the operating contract is consummated. It is the contract-operator's responsibility to ensure that this allowance list is:

(1) Maintained current by submission of necessary allowance change information whenever equipments are changed or modified or to correct information reflected in the *COSAL*.

(2) Maintaining required onboard spare and repair parts as indicated in the *COSAL*.

b. During overhauls and repair availability periods, repair contractors will be required to furnish all material, equipments and spare/repair parts using commercial sources. This will help ensure the integrity of the allowance material and maintain contractor responsibility for all phases of the ship overhaul and repair, to the fullest extent possible. If for any reason a spare or repair part is not available from commercial sources in the time frame required by the overhaul, it is incumbent on the contract-operator to ensure that the parts used are replaced as expeditiously as possible. This does not apply to items which cannot be obtained commercially on the open market or government furnished material (*GFM*) the Navy desires to have installed.

CHAPTER 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 2 - BUNKER FUEL

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8-2-1 GENERAL

a. Applicability. This section applies to all MSC Force ships unless specifically excluded by COMSC. In the absence of instructions from their Type Commanders, and in emergencies only, this section also applies to commissioned Navy ships (*i.e., USS*) temporarily assigned to Sealift Operational Task Group Commanders and also to MSC voyage-chartered (*VC*) and consecutive voyage-chartered (*CVC*) ships.

b. Policy. Sealift TYCOM Group Commanders/MSC Area Commanders and Sealift Task Group Commanders with OPCON of ships subject to the provisions of this section shall plan bunker operations to ensure the most cost efficient bunkering consistent with mission and safety. MSC Force ships shall not commence a voyage or continue a mission without having onboard a safe and reasonable quantity of bunkers as determined by the ship type and voyage and in accordance with a pre-mission bunkering plan.

(1) Strategic Sealift Force ships in "*common-user*" service shall depart port and commence each voyage with sufficient bunkers onboard to enable them to reach scheduled destinations, plus a weather/safety reserve equal to the quantity which a ship would consume steaming at full service speed for 3 days for short coastal voyages and 3 to 5 days for longer ocean voyages, depending on anticipated weather conditions.

(a) In developing a bunker plan and determining whether to bunker for a single leg or for a round trip, the operational commander will review all relevant data to ensure that bunkering is accomplished at the overall least cost to the Government consistent with safe ship operations. The least cost analysis shall consider the cost of bunkers at ports of departure, destination and those passed enroute; bunker delivery costs (*including in-port shift costs*); delay costs (*if any*); fuel grade availability and the possibility of uneconomical loss of cargo tonnage.

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(b) Fuel capacity for dry cargo ships for purpose of this article includes those cargo deep tanks which are fitted for transfer of bunkers to the fuel system and which are presently contaminated by fuel. Cargo deep tanks not contaminated by fuel shall not be used for bunkers without COMSC approval. Requests to COMSC shall indicate whether an MSC activity, the ship owner or Master was the original source of the request.

(c) Ships shall not load bunkers solely as ballast except when specifically ordered by the appropriate Sealift TYCOM Group Commander/Sealift Operational Task Group Commander with OPCON and when noted in the bunkering plan.

(2) Special Mission Support Force ships shall depart port and commence each mission with sufficient bunkers onboard to perform the mission and reach the next scheduled port where bunkers are available, plus a weather reserve as directed by the operational commander, which shall not be less than the quantity which would be consumed in 3 days sailing at full service speed. A bunkering plan will be developed for each mission, with consideration given to both safety and practical measures of bunker economy. Bunker economy measures include ensuring that the quantity of fuel onboard at the commencement of each voyage does not vastly exceed mission requirements, and that the reserve fuel is reasonable considering the season, weather expected and operating location.

(3) Naval Fleet Auxiliary Force ships shall depart port on each mission with the quantity of bunkers onboard as directed by the operational commander. A bunkering plan will be developed by the operational commander and consideration in the plan for the military mission shall be paramount but where the support mission permits, consideration shall be given to economy.

(4) Voyage-Chartered and Other Ships - Emergency Fuel. The bunkering of MSC voyage-chartered (*VC and CVC*) ships, and shipping used by MSC under Government Bills of Lading (*GBL*), Shipping/Container Agreements and Shipping Contracts, is the responsibility of the ship owner and is not under the cognizance of COMSC. In emergencies when these ships cannot obtain bunkers from commercial sources and assistance is requested, COMSC may authorize MSC Area Commanders to arrange for delivery of bunkers. Unless otherwise warranted by interests of the Government, arrangements for sale of emergency bunkers will be limited to the minimum quantity necessary for the ship to reach the nearest point where commercial bunkers may be obtained, plus a reasonable weather reserve. The price to be charged for emergency bunkers will be the price specified by the issuing activity for sale of bunkers to non-Government agencies plus MSC administrative costs and any other costs that may be incurred by MSC in assisting the operator to procure bunkers. When requested by the issuing activity, the MSC command coordinating arrangements for emergency bunkers shall collect from the ship or its agent the cost of the bunkers furnished and remit the

same, less MSC incurred costs, to the issuing activity. Prior to MSC arranging for the emergency supply of bunkers, the following information must be forwarded by message to the appropriate MSC command, with COMSC (N86) as an info addressee: *(Note: In the case of VC and CVC ships the "appropriate" MSC command is the Sealift Operational Task Group Commander; and for all other ships, the "appropriate" MSC command is the cognizant MSC Program Manager.)*

- (a) Name/type of ship and radio call sign
- (b) Location and attending circumstances
- (c) Amount of fuel required
- (d) MSC representative's recommendation

8-2-2 PROCEDURES

a. Bunker Plan. Sealift TYCOM Group Commanders/Sealift Operational Task Group Commanders or their designated representatives responsible for developing schedules and issuing voyage sailing orders shall develop a bunker plan for each voyage or mission of each MSC Force ship to which this article applies. The bunker plan will be formulated with due consideration for the characteristics of the ship; operating contract, charter terms; cargo and/or voyage concerned; relative delivered cost and availability of bunkers at scheduled ports of call and ports enroute; and other relevant factors including but not limited to weather, stability, seasonal load line limitations, diversion, delay and subsequent employment. Voyage planning for ships on short coastal schedules may include bunkering for several sequential voyages when operationally expedient and in the Government's overall best interest. Figure 8-2-1 provides a sample bunker plan format. The bunker plan need not be a formal document, but may be written in rough log format. It will contain appropriate references to the type voyage, prevailing conditions, locations, prices and plan rationale. Bunker plans shall be maintained on file, by ship, to permit review and development of lessons learned. Figure 8-2-2 lists names commonly used to designate commercial marine fuels.

b. Advance Supply Notice. Timely bunker requirements must be given to suppliers. The Sealift TYCOM Group Commander/Sealift Operational Task Group Commander with OPCON will not wait for routine messages from a ship advising fuel remaining onboard (ROB) and quantity required for the next leg or voyage, but will track and monitor fuel consumption by each ship to the extent required to know at all times a close approximation of the quantity ROB, by which bunkers required may be accurately

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calculated. Advice from the ship should serve only to confirm, and permit minor quantity adjustments. MSC Offices will anticipate potential bunkering delays and will plan ahead to ensure bunkering is conducted to minimize port delays. Bunker scheduling should include fuel cost savings as a prime consideration - to the extent consistent with mission priorities.

c. Voyage Sailing Orders. The bunkering plan shall be explicitly incorporated in the voyage sailing orders. Changes to a ship's schedule and voyage sailing orders shall incorporate any necessary revisions to the bunkering plan, including taking additional bunkers if required. All cognizant parties, including the supply terminals/depots, should be notified of requirements and changes at least 3 days prior to ship arrival in order to prevent unnecessary port delays. Voyage sailing orders shall require MSC Force ships to include the following bunker data (*in barrels*), as applicable in OPREP-5 Feeder and OPSUM.

(1) Bunkers onboard upon arrival and departure each port of call including Suez and Panama Canals.

(2) Bunkers received each port of call. If none received, state "*no bunkers received.*"

(3) Type of fuel received, and supplier.

(4) Quantity of cargo transferred to bunker tanks, if any.

(5) Bunkers onboard at commencement of off-hire, ROS and FOS.

d. Fuel Quality. When receiving bunkers by barge, gauging of tanks and visual examination of the fuel shall take place as provided in paragraph e below. Samples shall be obtained in the presence of both vendor and ship personnel through use of a drip sampler at ship's manifold, or from a composite sample carefully drawn from all barge tanks prior to loading onboard. One sample will be given to the vendor and a second sample retained onboard for 3 months after consuming the sampled parcel. Each sample should be contained in a specifically designed sample can/bottle and each lid will be sealed using vendor's seal. Ships equipped for onboard testing shall conduct an analysis to detect off-specification fuel. Ships bunkering with residual fuels or blends of residual fuels shall conduct a test for compatibility with previously loaded bunkers using the onboard test kit. New bunkers are to be loaded into empty bunker tanks where possible, requiring consideration of existing bunkers prior to loading. Non-compatible bunkers are not to be mixed in bunker tanks. When required, an additional sample shall be simultaneously drawn and forwarded to a designated fuel testing laboratory for a complete petroleum analysis.

Ship Name _____ ETA _____ Port _____

Fuel Grade: Bunker C _____ IFO (CST) _____ DFM _____ Other _____

Estimated Fuel ROB At Arrival _____ BBL/MT Capacity _____

WX Factors or Other Considerations Affecting Bunkering _____

NEXT POSSIBLE BUNKER PORT (1) _____ ETA _____

Gov't Stock/Contract? Yes/No (Commercial Supply Required)
Commercial Supplies: _____

A.	_____	Cost _____	BBL/mt _____	XW/BARGE _____
B.	_____	Cost _____	BBL/mt _____	XW/BARGE _____
C.	_____	Cost _____	BBL/mt _____	XW/BARGE _____

MISCL. COSTS: _____

ALTERNATIVE BUNKER PORT (2) _____ ETA _____

Gov't Stock/Contract? Yes/No (Commercial Supply Required)
Commercial Supplies: _____

A.	_____	Cost _____	BBL/mt _____	XW/BARGE _____
B.	_____	Cost _____	BBL/mt _____	XW/BARGE _____
C.	_____	Cost _____	BBL/mt _____	XW/BARGE _____

MISCL. COSTS: _____

SUBSEQUENT LOAD/DISCHARGE _____ ETA _____

Commercial Price Report Range \$ _____ mt.
(If Gov't stock or contracts are not available.)

Quantity Required
(Single Leg/R-Trip):
Qty: _____ BBL/mt
Safety _____ (___ Days)
Total _____

Notes/Calculations

RECOMMENDATION AND RATIONALE:

Submitted by _____ Date _____ Approved _____

Figure 8-2-1. Sample Bunker Plan/Log
(Locally Developed Format is Satisfactory)

FUEL	OTHER TRADE NAMES	DESCRIPTION
<u>"Clean" Fuel</u>		
Gas Oil or Marine Gass Oil (MGO) ≤ 5 CST Density: 890 kg/cu m (Max) @ 15 C Sulphur 0.5% (Max) by Mass	Light Diesel Oil Light Marine Diesel No. 2 Fuel Oil Marine Diesel Light Marine Diesel Medium	A <u>middistillate</u> fuel, the marine equivalent to No. 1 -D and 2-D fuel. This commercial product is generally the closest to DFM (NATO F-76) in quality. MGO is always transported in clean pipeline systems or barges. MGO is typically used by American -made shallow-draft vessels equipped with high-speed diesels or gas turbines.
<u>"Dirty" Fuel</u>		
Marine Diesel Oil (MDO) 5 - 15 CST (@ 40 C) Density: 920 kg/cu m (Max) @ 15 C Sulphur: 2.0% (Max) by Mass	Heavy Diesel Oil Marine Diesel Fuel Marine Heavy	A <u>middistillate</u> fuel heavier than gas oil and containing less than 10 percent residual fuel oil. This is usually not a blended fuel; residual oil in MDO is typically a co ntamination phenomenon resulting from transportation in a barge also used to transport heavy residual fuel. MSO is typically used in foreign -made diesels and gas turbines.
<u>Intermediate Fuel Oil (IFO)</u>		
30-380 CST (@ 50 C) Density: 991 kg/cu m (Max) @ 15 C Sulphur: 5.0% (Max) by Mass	Heavy Viscosity Fuel Oil Intermediate Bunker Fuel Oil Interfuel Oil Light Fuel Oil Thin Fuel	<u>Blends</u> of heavy residual fuel oil with MGO or MDO. There are 12 grades of IFO, based on kinematic viscosity, ranging from 30 centi-strokes (CST) at 50 C to 380 CST. For example: Navy Special Fuel Oil (NSFO) is IFO 40 CST. Heavier IFO grades require heating for handling and burning. Typical users of IFO are medium and low-speed diesels and steam ships.
<u>Bunker C (FO6)</u>		
≥ 380 CST (@ 50 C) Density: No Limits Sulphur: 5.0% (Max) by Mass	No. 6 Fuel Oil (FO6) Bunker Fuel Oil Boiler Fuel Oil Furnace Fuel Fuel Oil Heavy Heavy Fuel Oil Residual Fuel Oil Marine Fuel Oil	A <u>heavy residual</u> fuel oil requiring heating for handli ng and burning. Usually FO6 is used as a mixing stock for IFO blends, although it can be used as fuel directly, typically in boilers and in modern low -speed diesel engines.

Figure 8-2-2. Names Commonly Used to Designate Commercial Marine Fuels

e. Fuel Quantity. Commanding Officers and Masters shall ensure that soundings are taken before and after fueling operations and that ullage measurements are carefully observed to accurately determine the amount of bunkers received or transferred. Gauging, including temperatures, of bunker barges should be accomplished and recorded before and after delivery, in addition to gauging of ship's bunker tanks. Whenever ullages indicate that the quantity of bunkers received varies by over half of one percent (.5) the quantity shown on the supplier's delivery documents, the Master shall immediately deliver a letter of protest to the supplier. MSC will be advised of the short delivery by message, and the following will be made info addressees: DESC FORT BELVOIR VA//DESC-PP// and NAVPETOFF ALEXANDRIA VA.

8-2-3 SOURCES OF BUNKER FUEL

a. General

(1) Supply of the proper grade of bunkers as described in paragraph b shall be from Government stocks or Government-negotiated commercial contracts, when available, in accordance with supply source priorities in paragraph c.

(2) Responsibility for bunkering time charter, contract and general agent operated ships shall be in accordance with the charter party or operating contract. Cognizant MSC Commanders responsible for developing bunker plans may, consistent with policies of paragraph c, direct that bunkers be taken from Government stocks or pre-negotiated Government contracts. When these are not available, the owner or operator may be directed to secure bunkers from commercial suppliers. MSC commands will coordinate bunker purchases with the owner, operator, Master or agent, as appropriate. MSC commands should arrange a spot-market contract for commercially supplied bunkers only when significant cost savings or operational improvements will result and if the command has sufficient contracting authority for supplies and services under COMSCINST 4205.6, *Subj: Selection, Appointment and Termination of Appointment of Contracting Officers and Ordering Officers*.

(3) A Contracting Officer may also arrange for the supply of small quantities of fuel under a purchase order, usually via tanktruck at dockside. When this occurs, acceptance of the quantity of fuel delivered will be indicated by signature of a ship's officer on the metered delivery certificate or similar supplier's document. The signed delivery certificate and other supporting documents will be attached to the invoice and be forwarded for review/approval and settlement to the appropriate MSC Program Manager, i.e., NFAF East, NFAF West, PM2, PM3 or PM5.

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b. Grade Preference

(1) USNS and RRF ships shall use the grades of bunkers specified by the boiler or engine manufacturer. Every effort will be made to load the least expensive fuel consistent with safety and sound engineering practice.

(2) Chartered ships shall use the bunker grade specified by the charter party, or the next higher available grade if the specified fuel is unavailable.

c. Supply Source Priority. Bunkers are obtained from various sources as indicated below depending upon availability of fuel and the operating circumstances at the time required. The supply source priority shall be in the following order except where uneconomical delay of ship's movement would result:

- (1) Military supply depot.
- (2) Pre-negotiated bulk cargo contracts (*DESC*) with bunkering clause.
- (3) Pre-negotiated bulk cargo contracts (*DESC*) without a bunkering clause.
- (4) Pre-negotiated bunkering contracts (*DESC or Navy Office*).
- (5) Foreign Exchange Agreement (*FEA*).
- (6) Commercial supply sources (*non-DESC*).

8-2-4 REQUISITIONS AND INVOICES

In preparation of DD 1149 or 1155, Figures 8-2-3 and 8-2-4 respectively, the following instructions apply. The requisition number block in either form shall begin with the service designation "N" followed by the 5-digit UIC of the ship requesting fuel for consumption onboard as bunkers, the Julian date and a sequential supply serial number. The description of services block of either form should show the noun name of the fuel grade to be supplied (*and National Stock Number (NSN) if available*), the supplementary address of the appropriate Sealift TYCOM Group Commander/MSD Program Manager, the service designation "N" followed by the UIC of the authorizing accounting activity, plus the accounting instruction: "Signal Code B/Func Code H9."

a. Military Supply Depot. The ship's Master or ordering officer gives a Requisition and Invoice/Shipping Document, DD 1149 (*Figure 8-2-3*) to the supply depot. A ship's officer will receipt for the fuel delivered onboard by signing and dating the DD 1149.

REQUISITION AND INVOICE/SHIPPING DOCUMENT										DATE REQUESTED		HSHP# UIC-OU: DTE_SFR		
PAYING COMMAND NAME				PAYING COMMAND ADDRESS										
SUPPLIER NAME				SUPPLIER ADDRESS										
SERVICE DESIGNATION SUPPLIER UIC				'SUPPLY OFFICER'				NAME OF REQUESTING SHIP		POINT OF DELIVERY OR PRO ADDRESS				
SUPPLIER UIC		SUPPLIER UIC		SUPPLIER UIC		SUPPLIER UIC		SUPPLIER UIC		SUPPLIER UIC		SUPPLIER UIC		
PART NUMBER, QUANTITY, DESCRIPTION, AND CODES OF MATERIAL AND/OR SERVICE										UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	AMOUNT
NSN: _____ SUPPLEMENTAL ADDRESS: <u>UIC OF PAYING COMMAND</u> SIGNAL CODE: B FUND CODE: 43 NOTE: Forward one copy of this form to command designated in Block 1, Attn: Code 5 Received By: _____ Date: _____														\$ if known
TOTAL														

Figure 8-2-3. Requisition and Invoice/Shipping Document

8-2-9

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF		
1. CONTRACT/PURCH ORDER/AGREEMENT NO.		2. DELIVERY ORDER/CALL NO.		3. DATE OF ORDER/CALL (YYYYMMDD)	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY	
6. ISSUED BY			7. ADMINISTERED (If other than 6) CODE		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <i>See Schedule if other)</i>		
9. CONTRACTOR CODE		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD)	11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
NAME AND ADDRESS				12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK	
14. SHIP TO CODE		15. PAYMENT WILL BE MADE BY CODE		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.					
	PURCHASE	Reference your _____ furnish the following on terms specified herein.					
<p>ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</p>							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:							
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE							
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
<i>*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.</i>			24. UNITED STATES OF AMERICA		25. TOTAL		
			BY: _____ CONTRACTING/ORDERING		29. DIFFERENCES		
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP. NO.	28. D.O. VOUCHER NO.	30. INITIALS	
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.	
37. RECEIVED AT	38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.	

Figure 8-2-4. Order for Supplies or Services

b. Pre-negotiated Bulk Cargo Contracts (DESC) with a Bunkering Clause. Ships procure commercially supplied contract fuel using either DD 1149 or an Order For Supplies or Services (DD 1155). The DD 1155 will be signed by the Master if initiated by the ship, or will be signed by the shoreside contacting office based on DD Form 1149 created by the ship or local supply office. In ports where no MSC Command or representative exists, the above forms will be submitted directly to the supplier. The supplier shall submit the invoice and supporting document directly to COMSC (N82).

c. Pre-negotiated Bulk Cargo Contracts (DESC) without a Bunkering Clause. Occasionally a DESC bulk fuel contractor may be unable to sell fuel as bunkers. When the supplier is willing to sell the quantity needed as bulk cargo, and the bunker plan indicates that such an acquisition will provide bunkers at the least cost to the Government, then the following procedures will be followed.

(1) The Sealift Operational Task Group Commander with OPCON shall request permission from COMSC for the tanker to secure bunkers under the DESC bulk cargo contract.

(2) COMSC shall obtain authority from DESC to take part of the tanker's cargo for bunkers. In granting the authority, DESC will provide a Diversion Order Document Number (DODN) to identify the action, and permission will be passed to the Sealift Commander with OPCON as well as to the ship.

(3) Upon completion of bunkering, the tanker will send a modified MSC Report 4020-4 (Discharge Report) (see Figure 8-2-5), to provide COMSC and DESC with the necessary accounting data.

(Use ROUTINE precedence)
FROM: (Ship's name)
TO: COMSC WASHINGTON DC
INFO: DESC FORT BELVOIR VA
(Ship's owner or operator)
(Petroleum Inspector and/or MSC Rep at next discharge port)
UNCLAS//N04020//
SUBJ: MSC 4020-4 DISCHARGE REPORT
1. COMSC PASS TO N82
A. Ship Name and UIC Number
B. International Radio Call Sign
F. Date time transferred
K. Cargo Number
L. Grade of fuel transferred from cargo
M. Barrels of fuel transferred (carry out to two decimal places)
S. Remarks: Provide Diversion Order Document Number with the word BUNKER. Provide any pertinent information on cargo or transfer.

Figure 8-2-5 - Modified MSC 4020-4 Discharge Report
(For Bunkering From Cargo)

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NOTES:

- a. *The Modified MSC 4020-4 Discharge Report also is used to identify transfers to other ships at sea. Identification of the receiving ship will be made in the Remarks section.*
- b. *Only when transferring fuel to Navy Oilers will the following be made an additional info addressee: SPOC MECHANICSBURG PA//CODE 01424//.*

d. Pre-negotiated Bunkering Contracts (DESC or Navy Office). Same as paragraph c above.

e. Foreign Exchange Agreement (FEA). In locations where no U.S. Government stocks or contracts exist, FEAs may be used, if available. A DD 1149, *Requisition and Invoice/Shipping Document*, must be prepared and forwarded to Naval Inventory Control Point (NAVICP), PO Box 2020, Code 01424, 5450 Carlisle Pike, Mechanicsburg PA 17055, for documentation and accounting purposes.

f. Commercial Supply Sources (Non-DESC). When directed by the Sealift TYCOM Group Commander/Sealift Operational Task Group Commander with OPCON, the ship owner or operator will arrange for spotmarket commercial purchase, delivery and payment for the quantity of bunkers required by the bunker plan. Reimbursement of purchase price and delivery costs will be made by MSC in accordance with contract or charter party terms upon submission of paid invoices to the appropriate MSC Area Commander Payment Certification Office (*Code N86*). Alternatively, at the cognizant MSC commanders' option, MSC may arrange for the direct purchase of commercially supplied bunkers when meeting the conditions of Article 8-2-3 paragraph a(2).

8-2-5 LAY-UP IN RRF

COMSCINST 4770.1D, *Subj: MSC Ships; Preparation for Retention Layup in National Defense Reserve Fleet (NDRF)*, provides guidelines for preparing USNS ships for the RRF.

a. Bunkers onboard ships to be laid up in the RRF shall not be less than 1,000 barrels unless otherwise authorized by the appropriate Maritime Administration (MARAD) Regional Director.

b. If at the time of delivery to MARAD, a ship's bunkers are considered to be in excess and must be removed, MARAD shall furnish COMSC with a receipt for the bunkers that are removed. No billing or collection will occur for such excess bunkers unless they are sold to a private interest. In this case, MARAD or its General Agent will ensure that COMSC is credited with the proceeds of the sale, and furnished with a complete accounting of each transaction.

8-2-6 REPORT

The reporting requirement prescribed by this section is assigned Report Control Symbol MSC 4020-4 and is effective for 3 years from the date of this instruction.

8-2-7 MOBILIZATION AND NATIONAL DEFENSE EMERGENCIES

In October 1985, MSC and the Defense Fuel Supply Center (*DESC*) entered into a Memorandum of Understanding titled "*Memorandum of Understanding on Strategic Sealift Bunker Fuel Support.*" The MOU establishes functional responsibilities and actions to ensure U. S. commercial port bunker fuel readiness to support strategic sealift operations. During mobilization and national defense emergencies the provisions of the MOU will apply and take precedence over the forgoing articles when bunkering MSC Force ships at U. S. ports.

8-2-8 PAYMENT OFFICES

All of DESC Customer (*MSC*) Payment Offices have been closed. The Defense Finance and Accounting Service (*DFAS*) at Columbus, Ohio make all fuel oil payments purchased under DESC contracts.

CHAPTER 8 - MATERIALS, SUPPLIES AND SERVICES

**SECTION 3 - PROCUREMENT GENERAL
(CONTRACT-OPERATED USNS ONLY)**

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8-3-1 GENERAL

Operating contracts for USNS ships state in general terms the manner in which materials, supplies and services shall be procured. This section contains more detailed guidance, policies and procedures which apply to contract-operated USNS ships. In the event of a conflict between articles in this appendix and the provisions of an operating contract, the contract will take precedence.

8-3-2 DEFINITIONS

Definitions of terms used throughout Chapter 8 are as follows:

a. Contract Administrator. The authorized representative appointed by the Contracting Officer to administer the contract. When no Contract Administrator is appointed, the Contracting Officer will serve.

b. Property Administrator. The Contracting Officer's representative responsible for ensuring the proper utilization and accounting for all Government Property assigned to a contractor under the terms of a contract.

c. Government Property. All property owned by or leased to the Government, or acquired by the Government under the terms of a contract. Government Property includes both Government-furnished property and contract-acquired property, as defined below:

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(1) Government-furnished Property. Property in the possession of or acquired directly by the Government and subsequently delivered or otherwise made available to the contractor.

(2) Contractor-acquired Property. Property procured or otherwise provided by the contractor for the performance of a contract (*where the cost of property has been reimbursed by the Government*) pursuant to the terms for which title is vested in the Government.

Notes:

1. The term "provide," as used in the context of such phases as "Government Property provided to the contractor" and "Government-provided property," is intended to include both Government-furnished property and contract-acquired property.

2. For the purpose of inventory control, Government Property is divided into five categories; Article 8-5-2 provides these categories.

d. Contract. A contract between COMSC and a commercial operator covering the operation of USNS ships.

e. Ship. The ship and its installed equipment.

f. Installed equipment. All operating equipment bolted or welded in place.

g. Property Account. The official record of all Government Property including materials, loose equipment, controlled equipage, furnishings and repair parts provided to a contractor by the Government, which are maintained under the terms of the contract. Separate property accounts will be maintained for each ship.

h. Material. A general term used to designate supplies, repair parts and equipment.

i. Consumable Supplies. General use items retained in the custody of the departments concerned and used for general housekeeping, maintenance and operating purposes. Examples of items are bolts and nuts, soaps and detergents, oils and greases, etc.

j. Provisions. All food stuffs (*except abandon ship rations*) carried for issue to the ship's mess in the preparation of food by the Steward Department.

k. Equipage. Portable, semi-fixed or readily removable equipment of a non-consumable nature, i.e., not consumed or appreciably altered in use, usually of a greater value than supplies and of greater functional importance. (*Binoculars, sextants, furniture, tools, etc.*) Unlike consumable supplies, responsibility and accountability for equipage continues after issue and until approved disposition of the equipage is made. Equipage is further broken down into two categories as follows:

(1) Controlled equipage: Items that are individually controlled by serial number. These items require continuous signature custody records because of their sensitive nature or for other reasons. Examples of controlled equipage include small arms, binoculars, sextants, hand-held radios, radiation detectors, etc.

(2) Loose equipment: Includes all items of equipage that are not individually controlled by serial number.

l. Repair/Spare Parts. An integral manufactured and replaceable part (*or assembly*) of a piece of machinery or equipment, the part being furnished normally replacing a part worn or damaged in service. The term "*spare part*" is synonymous with the term "*repair part*."

(1) Machinery Repair Parts. Parts for ship operating machinery engines, gyro compasses and electrical and navigational equipment.

(2) Electronic Repair Parts. All radio, radar, loran, electronic remote control equipment and sonar installations are classified as electronic repair parts.

m. Equipment. Integrated parts capable of performing a function necessary for ship operations such as pumps, motors, etc.

n. Scrap Material. Material that is no longer fit for its intended purpose and which has little or no economic value beyond the basic material content.

o. Salvage Material. New or used equipment, components or items which are no longer required for the performance of the contract, but which have a value other than for the basic material content. Salvage material generally can be used in its present state, or be rehabilitated to a usable state, or can be cannibalized for usable or repairable parts.

p. Tanker. The tanker and its installed equipment.

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8-3-3 NATIONAL STOCK NUMBERS AND NAVY ITEM CONTROL NUMBERS

a. When procurement through Government sources is necessary, faster service in securing needed material can be obtained if the applicable National Stock Number (*NSN*) is shown on requisitions. For the most part, stock numbers (*if assigned*) are shown in the MSC allowance list which has been furnished to each ship (*see Chapter 7, Section 4*). Procurement information indicated in the allowance list shall be incorporated in requisitioning. Stock numbers and other related information obtained from invoices which indicate erroneous or deficient information in the allowance list should be entered on the allowance list and reported to COMSC as a "*request for allowance list correction*" as described in Chapter 7, Section 4. In requisitioning standard stock with a NSN, the NSN is definitive, i.e., no other description is needed.

(1) NSNs consist of the following:

(a) A NSN is a thirteen digit stock number. It consists of the four digit Federal Supply Classification (*FSC*) and the nine digit National Item Identification number (*NIIN*) which includes in the first two digits the National Codification Bureau (*NCB*) code.

(b) Federal Supply Classification (*FSC*) is a four digit number which groups similar type items into classes.

(c) National Codification Bureau (*NCB*) code is a two digit number designating the NATO country which cataloged the item.

(d) The National Item Identification Number (*NIIN*) consists of the NCB code (*first two digits*) and seven other non-significant digits. The NIIN uniquely identifies an item of supply.

(2) NSN Structure. An example of an NSN is as follows:

<u>3 1 1 0</u>	-	<u>0 0</u>	-	1 2 3	-	4 5 6 7
FSC		NCB				
						NIIN
						NSN

b. Navy Item Control Number (*NICN*). Items of material that are not cataloged in the Federal Supply System, but which are assigned numbers for control purposes by Naval activities, are identified by NICNs. These are 13-character identification numbers assigned by inventory control points or other naval activities for permanent or temporary control of certain non-NSN items. NICNs consist of four numerics (*which may or may*

not be the FSC), "LL" (meaning locally assigned), a two-digit alpha code indicating the activity that assigned the NICN ("HW" for COMSC) and non-significant digits. A NICN supposedly identifies a unique item of supply, but NICNs are also assigned en masse to items awaiting cataloging, which may or may not be subsequently identified to an existing NSN. All NICNs are to be treated as non-standard commercial items.

c. When procurement through Government sources is initiated, the applicable NSNs shall be shown on requisitions, NAVSUP Form 1250. Stock numbers are listed in the COSAL, the Initial Outfitting List (*IOL*) and Management Data Lists (*MDLs*). Stock numbers and other related information obtained from invoices which indicate erroneous or deficient information in the allowance list should be entered on the allowance list and reported to COMSC as a "request for allowance list correction" as described in SOM Chapter 7, Section 4.

d. All items procured by the contract-operator to replace repair parts issued from the ship's allowance of repair parts shall be marked with the applicable NSN or NICN during the receiving process prior to placing the repair part in its designated storeroom location.

8-3-4 PREPARATION OF REQUISITIONS

a. Commercial sources of supplies, repair parts and equipment will be utilized only when government sources are not available. Forms (*NAVSUP 1250-1*) are to be used by contract-operated USNS ships if it becomes necessary to requisition material with National Stock Numbers from Government sources. Forms (*NAVSUP 1250-2*) are to be used by contract-operated USNS ships if it becomes necessary to requisition material identified by Part Numbers. These forms properly executed will expedite the issue of material to the ship. The NAVSUP 1250-1 will be used in most cases when requisitioning repair parts, consumable supplies and subsistence items from the DoD/Navy Supply System. Subsistence items may be ordered utilizing NAVSUP Form 1059 or DD Form 1149 to meet the requisitioning requirements of the issuing activity. Exceptions to this rule include ship's bunker fuel and bulk lubricants which shall be requisitioned using DD 1149. Other examples are described in Chapter 3 of NAVSUP Publication P-485, *Afloat Supply Procedures*.

b. Supply publications and forms noted in this section are not retained onboard all contract-operated USNS ships. When Government sourcing is necessary, and unless otherwise specified in the operating contract, MSC subordinate commands will provide requisition forms (*NAVSUP Forms 1250-1/1250-2*) and the necessary assistance to properly complete the forms.

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8-3-5 SUBMISSION OF REQUISITIONS

a. Where practicable, requirements for material from Government sources should be submitted by the ship or the contract-operator, to the cognizant MSC subordinate command (*Attn: Supply Officer*) at the port-of-call. MSC subordinate commands will assist by ensuring that requisitions are properly completed and processed through the DoD/Navy Supply System. In ports which have small MSC activities, such as MSC Offices, requisitions will be submitted to the Commanding Officer. In ports where no MSC organization exists, requisition requirements should be submitted direct to the local or nearest Naval Supply activity.

b. Emergency requisition requirements meeting the criteria for the assignment of Priority Designators 3 or 6 will be transmitted by the fastest means of communication, such as message, telephone or courier. If message transmission is used, COMSC will be included as an information addressee. If other method is used, COMSC will be advised by record traffic method as soon as possible.

c. T-AGOS Only

(1) Requisitions for material from Government sources shall be submitted by the ship, or the contract-operator representative, to the nearest cognizant supply activity, unless otherwise directed. The ship or contract-operator representative is responsible for processing all requisitions through the supply activity, including expediting and/or following-up as appropriate.

(2) CASREP requisitions will be transmitted by message and COMSC will be included as an information addressee.

8-3-6 INFORMATION REQUIRED ON REQUISITIONS

Normally, NAVSUP Form 1250 shall be used to requisition repair parts (*NSNs*) and consumable supplies from the DoD/Navy Supply System. An example of a NAVSUP Form 1250 is shown in Figure 8-3-1. When ordering material identified by a part number or NICN, commercial sources shall be used. Detailed instructions for preparation of NAVSUP Form 1250 are provided in NAVSUP Publication P-485, *Afloat Supply Procedures*. A general description of the data requirements for the NAVSUP Form 1250 is provided in this article.

a. Data Block A of NAVSUP Form 1250 (Send to). Identification of the supply source is a mandatory entry. If the requisition is to be submitted to a ashore activity, enter the service designator code, unit identification code (*UIC*), name and location of the activity to which the requisition will be submitted. If the requisition is to be submitted to another ship, enter the service designator code, UIC, name and hull number of the ship. For example:

N00228 NSC, OAKLAND or R03365 USS ENTERPRISE (CVN-65)

b. Data Block B of NAVSUP Form 1250 (Requisition is From). Identification of the requisitioner is a mandatory entry, which will include the requesting ship's service designator code, UIC, name and hull number. For example:

N21603 USNS INVINCIBLE (T-AGOS 10)

c. Data Block of C of NAVSUP Form 1250. At the discretion of the requisitioner, this data block in a NAVSUP Form 1250 may be blank or it may include the noun name of the requisitioned item.

d. Data Blocks D-F of NAVSUP Form 1250 (Editing Data). These data blocks will be left blank.

e. CC 1-3 (Document Identifier). The document identifier is a mandatory entry. Enter the appropriate document identifier in the A0___ series (*see Appendix 4 of NAVSUP Publication P-485*). Document identifiers A02 or A0B are not used in NAVSUP Form 1250 inasmuch as part numbered items are required to be requisitioned on NAVSUP Form 1250. Regardless of the type of identification number assigned to an item, document identifier A05 or A0E must be entered in CC 1-3 when the "Remarks" field of the requisition contains essential exception data.

f. CC 4-6 (Routing Identifier). The routing identifier code (*see Appendix 7 of NAVSUP Publication P-485*) identifies the activity to which the requisition will be submitted, and is a mandatory entry except when the requisition is to be filled by an afloat unit. The routing identifier code entered in CC 4-6 must apply to the activity indicated in data block A. For example:

Block A: N00244 NSC SAN DIEGO

Routing Identifier: NDZ

g. CC 7 (M&S). A media and status (*M&S*) code is a mandatory entry in CC 7 to designate the type of status required; the activity to receive the status and the communication media for transmitting the status (*see Appendix 16 of NAVSUP Publication P-485*). For example, M&S code R in CC 7 indicates a request for exception supply status plus shipment status to the requisitioner by message. M&S codes 2, 4, B,

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D, K, M, S and U request status by AUTODIN, and therefore, will not be used by USNS contract-operated ships. The contract-operator may, at his option, use M&S codes in combination with his UIC number in the supplementary address (*CC 45-50*) to have supply status directed to him.

h. CC 8-22 of NAVSUP Form 1250 (*Stock Number*)

(1) Item Identification Numbers. The "*Stock Number*" field will be used only for National Stock Numbers. Items that can be identified only by a part number, or by a NICN will be obtained from commercial sources by the contract-operator. The "*Stock Number*" field will not include such data as cognizance symbols, material control codes, condition codes, etc.

(2) National Stock Numbers (*NSNs*). When an item is identified by an NSN, the Federal Supply Class (*FSC*) portion of the stock number will be entered in CC 8-11; the two character National Codification Bureau (*NCB*) code and the remaining seven digits of the National Item Identification Number (*NIIN*) will be entered in CC 12-20. If the Management List-Navy (*ML-N*) indicates a two character Special Material Identification Code (*SMIC*) for the NSN of the item being requisitioned, the SMIC will be entered in CC 21-22. When a requisition for an NSN item includes no exception data, document identifier A01 (*overseas delivery*) or A0A (*domestic delivery*), as appropriate, will be entered in CC 1-3.

i. CC 23-24 of NAVSUP Form 1250 Unit of Issue. Enter the appropriate abbreviation from Appendix 19 of NAVSUP Publication P-485 or as shown in the Management List -Navy (*ML-N*).

j. CC 25-29 of NAVSUP Form 1250 Quantity. Enter the total quantity required. If the required quantity is less than five digits, precede the significant digits with zeros to provide a 5-digit entry.

Note: *Use care, because the quantity is the quantity of the unit of issue. 1000 EA means one thousand each, while 1000 HD means one thousand hundreds, or one hundred thousand each.*

k. CC 30-43 Document Number

(1) Composition. The document number includes the requisitioner's service designator code and Unit Identification Code (*UIC*), the Julian date of the requisition and the serial number of the requisition, as explained below.

(2) CC 30 (*Service Designator Code*). The service designator code is "*N*."

1. REQ DATE		2. DEPT. NO.		3. URGY		4. RDD		5. LOCATION		6. SIM NON-SIM <input type="checkbox"/> <input type="checkbox"/>		7. ISSUE DATE		A. REQN. QTY.																											
8. NOUN NAME OR REF. SYM.				9. FPR <input type="checkbox"/>		10. APL/AEL/CID				11. INV. QTY. <input type="checkbox"/>		12. NIS N/C <input type="checkbox"/> <input type="checkbox"/>		C. OBL AMT.																											
JOB CONTROL NUMBER								16. EIC				17. EQUIP. COSAL SUPPTD. YES <input type="checkbox"/> NO <input type="checkbox"/>				E. URG <input type="checkbox"/> MART <input type="checkbox"/>																									
13. UIC		14. W		15. JSN																																					
18. SC		19. COG		20. MCC		STOCK NUMBER				24. U/I		25. QUANTITY		26. UNIT PRICE		27. EXTE																									
						21. FSC		22. NIIN		23. SMIC																															
29. REMARKS														30. APPROVED BY																											
														31. RECEIVED BY																											
1 3	2	4 6	5	7	SN JUL QTY		30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
DOC IDENT		RTG IDENT		M & S		SVC		UIC		JUL DATE		SERIAL		DEM		SVC		SUPPL ADDRESS		S I G		FUND		DIST		PROJ		PRI		RDD											
DOCUMENT NUMBER																																									
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL) NAVSUP FORM 1250-1 (7C) (9-85) S/N 0108-LF-501-2515																																									

Figure 8-3-1. NAVSUP Form 1250-1

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(3) CC 31-35 (UIC). See Navy Comptroller (NAVCOMPT) Manual Vol. 2, Chapter 5.

(4) CC 36-39 (Date). Enter The Julian date (*see Figure 8-3-2*) on which the requisition actually is transmitted to the supply source. The first position represents the last digit of the calendar year. The last three positions indicate the numeric consecutive day of the calendar year. (*For example, 6275 represents 31 September 1996; 7091 represents 1 April 1997*). The numerical day of the year is indicated in all Government issue calendars.

(5) CC 40-43 (Serial)

(a) General. Enter a four position serial number in accordance with subparagraph (b). The document number initially assigned by the requisitioner will be perpetuated in all subsequent supply and financial documents; therefore, under no circumstances will duplicate serial numbers be assigned on the same day (*in requisitions or in expenditure invoices for turn in of ready for issue material -- see paragraph 5002-2 of NAVSUP Publication P-485*).

(b) Serial Number Composition. Serial numbers shall be assigned from three separate series of numbers depending on the type of material being requisitioned.

(1) **Repair Parts** -- numeric serial number shall be assigned at the contract-operator's discretion within the following block 0001-3999.

(2) **Consumables and Equipage Replacement Items** -- numeric serial number shall be assigned at the contract-operator's discretion within the following block 4000-8999.

(3) **Subsistence Items** -- "9" shall be assigned in card column 40 at all times. Card Columns 41 to 43 shall be the applicable alphanumeric subsistence item code obtained from the Food Item Report/Master Food Code List, NAVSUP Form 1059.

1. CC 44 (Demand). The demand code is a mandatory entry and will be assigned as "R," Recurring Demand.

m. CC 45-50 (Supplementary Address). Use of the supplementary address field is optional. It may be used for the contract-operators UIC, when the contract-operator desires that requisition status information be provided to him or when shipment of the requisitioned item is to come to him.

JULIAN CALENDAR

PERPETUAL

	1	2	3	4	5	6	7	8	9	10	11	12	
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

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JULIAN CALENDAR

LEAP YEARS

	1	2	3	4	5	6	7	8	9	10	11	12	
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

n. CC 51 (Signal). For contract-operated USNS ships, the following signal codes will be used.

<u>Signal Code</u>	<u>Purpose</u>
A	Material to be shipped to requisitioner (CC 30-35)
J	Material to be shipped to supplementary address (CC 45-50)

o. CC 52-53 (Fund)

<u>Item Description</u>	<u>Fund Code</u>
Subsistence	C4
Depot Level Repairables	D3
Consumable Supplies	E2
Ship Equipage	E7
Repair Parts	H6
Medical	E5

p. CC 54-56 Distribution

(1) CC 54 (Monitoring Activity). Leave blank.

(2) CC 55-56 (Cognizance Symbol). The cognizance symbol is the two position numeric-alpha code that is prefixed to NSNs listed in the ML-N, allowances lists, or other sources of item identification.

q. CC 57-59 (Project). The project code is a mandatory entry used to identify the purpose of the requisition. Requisitions submitted without project code will be canceled. Appendix 6 of NAVSUP Publication P-485 provides a detailed explanation of project codes and contains tables required to identify the project code applicable to each requisition. In the case of CASREP requisitions, the required Delivery Date (CC) (62-64) shall be filled in. See NAVSUP Publication P-485, paragraph 3027 for additional information.

r. CC 60-61 (Priority). Enter the priority designator (PD) authorized in accordance with the assigned Force/Activity Designator (F/AD) and the urgency of need designator. (See paragraphs 3045-3047 of NAVSUP Publication P-485.) The F/AD will be assigned by the commander having operational control (OPCON) of the ship, generally CINCPACFLT or CINCLANTFLT.

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s. CC 62-64 (Required Delivery Date). When Standard Delivery Date (*SDD*) is satisfactory no entry will be made in CC 62-64. When material is required to be delivered earlier or significantly later than the computed *SDD*, entries in CC 62-64 will be made in accordance with paragraph 3050-2 of NAVSUP Pub P-485. When the requisition is for a CASREP requirement, see paragraph 3027 of NAVSUP Pub P-485 for use of code 999 instead of a specific date.

t. Date Blocks G-K of NAVSUP Form 1250 (Status Data). Status data blocks will be left blank.

u. CC 65-66 (Advice). An advice code is used to provide the supply source with special instructions applicable to the requisitioned item when considered necessary to ensure appropriate supply action (*see Appendix 1 of NAVSUP Pub P-485*). For example:

5G: Requested item is a Depot Level Repairable for which an unserviceable unit will be turned in on an exchange bases under the same document number as that used in the requisition. See Chapter 8, Section 4 for additional guidance pertaining to Depot Level Repairable (DLR).

5U: Do not substitute or backorder, "fill or kill" at initial point of entry. Contract-operators shall use this advice when processing requisitions for materials that are required immediately. If the item is not available from the initial supply activity, the requisition is automatically canceled (killed).

v. Data Blocks L-V of NAVSUP Form 1250 (Remarks). The "*Remarks*" data blocks will be used to convey necessary exception data pertinent to the processing of the requisition by the supply activity. Information such as requests for shipment by the fastest traceable means or via a specific mode are not considered to be valid exception data and will not be included as "*Remarks*" since they will only be deleted by the supply source. However, special shipping instructions, when necessitated by unique operational requirements and when accompanied with specific justification, will be considered and processed as valid exception data. When exception data is entered in the "*Remarks*" data blocks, document identifier A0E (*domestic delivery*) or A05 (*overseas delivery*), as appropriate, will be entered in CC 1-3. Exception data will be used only when required, because the use of document identifier A0E or A05 precludes automatic processing of the requisition by computerized supply activities. Exception data normally will be limited to:

(1) authorization for the item when requirement is imposed by higher authority (*e.g., type commander, systems command, etc.*);

(2) essential "*Mark for*" address; and

(3) "Ship to" address when it cannot be designated by a coded entry in CC 30-35 (*requisitioner*) or in CC 45-50 (*supplementary address*).

If forms DD1348-6 or NAVSUP 1250-1/1250-2 are being used, refer to NAVSUP Publication P-485 for proper preparation instructions, or contact your local MSC representative for assistance in preparation.

8-3-7 INFORMATION REQUIRED ON REQUISITIONS FOR FUELS AND BULK LUBRICANTS (DD FORM 1149)

The following information, as applicable, should appear on the DD Form 1149. DD Form 1149 shall be used to requisition ship's fuel and bulk lubricants. It is preferable, when time permits, that only one line item be shown on any one requisition. An example of DD Form 1149 is shown in Figure 8-2-3.

a. Requisition Number (Item 6). The requisition number will be constructed as follows:

(1) Service Designator Code. "N" shall be used for all contract-operated USNS ships and contractor-operators.

(2) The Unit Identification Code (UIC) of the Ship. See Navy Comptroller (NAVCOMPT) Manual, Vol. 2, Chapter 5.

(3) Four (4) digits representing the Julian date the requisition is transmitted. The first digit represents the last digit of the calendar year. The next three digits indicate the numeric consecutive day of the calendar year. For example: 4252 represents the 252nd day of 1994 or 9 September 1994; 4277 represents 4 October 1994. A Julian date calendar is shown in Figure 8-3-2.

Note: *The numeric consecutive day of the calendar year can be found on all Government issue calendars.*

(4) A four character serial number as described in Article 8-3-6 paragraph k(5)(b).

Note: *Since the document numbers assigned to the requisitions will be perpetuated on all subsequent supply and financial documents, under no circumstances will duplicate serial numbers be assigned on the same day.*

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Examples of requisition numbers:

N21866-6157-0001 (a) USNS ABLE requisition submitted on 5 June 1996:

N21868-6231-0016 (b) USNS LOYAL requisition submitted on 18 August 1996:

N21603-6160-0148 (c) USNS INVINCIBLE requisition submitted on 8 June 1996.

b. Priority Designators (Item 8). All requests for bulk lubricants will be assigned a numerical priority based on each ship's assigned Force/Activity Designator (*F/AD*) and Urgency of Need Designator. The *F/AD* will be assigned by the commander who has operational control. The Urgency of Need is determined by the severity of the required part to the ship's mission. Determination of the specific priority designator shall be determined by using NAVSUP Pub P-485 Chapter 3, Section III.

c. Delivery Date (Item 7). The required delivery date is the specific Julian date (*other than the priority delivery date*) when the bulk lubricants are required by the requisitioner. A realistic delivery date (*date material required*) will be assigned to all requisitions. When Priority Designator 2 is cited, a statement of justification will be indicated on the requisition, for example, to meet scheduled departure of ship or schedule overhaul. Julian Date is required as a minimum; Calendar Date also may be placed in Block 7 alongside the Julian Date.

d. Method of Transmission

(1) Priority Designators 2 and 5. The fastest means of communication, including message, telephone or courier, is authorized.

(2) Priority Designator 12. Message, telephone, courier or U.S. Mail may be used as appropriate.

e. Place of Delivery (Item 3). The requisition should indicate where delivery is desired, specifying the pier berth number if local delivery is requested.

f. Accounting Information (Item 4). See Figure 8-3-3.

g. Information Needed Block b of DD 1149. The NSN and noun name of the petroleum product, the words "*Supplementary Address*" followed by the service designator and UIC of the appropriate authorizing accounting activity, "*Signal Code B*," and "*Fund Code*" followed by the appropriate code (*H8 - lube oil or H9 - propulsion fuel*) should be entered in this block.

8-3-8 REQUISITIONING OF SMALL ARMS AMMUNITION

a. Requisitioning shall be in accordance with SPCCINST 8010.12D, *Subj: Supply Management of Ammunition* and COMSCINST 8010.3B, *Subj: Ammunition Requisitioning and Reporting Instruction*. Ship's small arms ammunition requirements shall be submitted as follows: All orders for ammunition to be delivered in CONUS or in the CINCLANTFLT area shall be submitted directly to NAVICP Mechanicsburg PA, routing identifier NCB. All orders for delivery in the PAC area outside of CONUS shall be submitted to either NAVMAG Lualualei, Pearl Harbor HI, routing identifier P69; or Commander, Naval Fleet Activity, Yokosuka JA, routing identifier NZS; whichever is closest to the required delivery point. Information copies of all requisitions shall be submitted to the ships Administrative Commander and to NAVICP Mechanicsburg PA. All ships shall order ammunition required prior to departure from CONUS or from Pearl Harbor. Ships are responsible for requisitioning ammunition within established authorized allowance.

b. All ammunition requisitions must have a required delivery date. For requisitions submitted to NAVICP, the following is the minimum lead time for delivery:

PRIORITY	DAYS TO RDD (Required Delivery Date)
1 through 3	7
4 through 8	25
8 through 15	33

Requisitions received at NAVICP without adequate lead time will be delayed while NAVICP requests a revised RDD from the ship. Requisitions requiring delivery within 7 days be submitted to COMSC by IMMEDIATE message for approval. These requirements will include complete justification for the emergency.

c. Ammunition Transaction Reporting (*ATR*) shall be in accordance with COMSCINST 8010.3B. All contract-operated ships are responsible for submitting *ATRs*. Ships shall submit *ATRs* directly to NAVICP on a quarterly basis. This report is assigned report control symbol SPCC 8010-12 (*MIN: CONSIDERED*).

CHAPTER 8 - MATERIALS, SUPPLIES AND SERVICES

**SECTION 4 - MANDATORY TURN-IN REPAIRABLE ITEMS
(CONTRACT-OPERATED USNS ONLY)**

Definition	8-4-1
Requisitioning DLR Items	8-4-2
Shipment Documentation Preparation for DLR Items	8-4-3
Packing and Marking for Turn -in/Shipment	8-4-4
Turn-in/Shipment	8-4-5
Additional Information	8-4-6

8-4-1 DEFINITION

Depot Level Repairables (*DLR*) are items which must be returned to the Designated Overhaul Point (*DOP*) when they are beyond the capability of organization level for repair. DLR items are listed and identified by NSN, cognizance symbol and material control code (*E, G, H, Q or X*) in the Federal Logistics (*FEDLOG*) catalog. FEDLOG is distributed by COMSC N4 Directorate.

8-4-2 REQUISITIONING DLR ITEMS

When requisitioning DLR items in addition to requirements of Chapter 8, Section 3, use of an advice code in card columns 65 and 66 of the NAVSUP Form 1250 is mandatory. Without the proper advice code the requisition will be automatically canceled and returned to the originator. Applicable advice codes are as follows:

<u>Advice Code</u>	<u>Explanation</u>
5A	Replacement certification. Requested item is required to replace a mandatory turn-in repairable which has been surveyed as missing or obviously damaged beyond repair.
5G	Exchange certification: 1. Requested item is a mandatory turn-in repairable for which an unserviceable unit will be turned in on an exchange basis <u>under the same document number as that used in the requisition.</u> 2. Requested item is compressed gas for which an empty cylinder will be turned in on an exchange basis.
5S	Remain in place certification. Requested item is a mandatory turn-in repairable for which an unserviceable unit will be turned in on an exchange basis after receipt of a replacement (<i>serviceable</i>) unit. The turn-in document number <u>will be the same as that used in this requisition.</u>

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Note: For current and complete list of Advice Codes applicable to DLR items refer to NAVSUP P-485, Appendix 1.

8-4-3 SHIPMENT DOCUMENTATION PREPARATION FOR DLR ITEMS

The NAVLOG, indicates the Designated Overhaul Point (DOP) (i.e., Navy activity, contractor or inter-service repair facility) to which unserviceable DLR items not locally repairable must be shipped and the movement priority designator (MPD) authorized to be cited in applicable transfer documents. Unserviceable DLR items must be shipped to the DOP, not to the inventory manager.

a. Preparation of shipping document, DD Form 1348-1. The following card columns/data blocks will be utilized when preparing DLR shipping document DD Form 1348-1 (see Figure 8-4-1):

<u>Card Columns/ Data Block(s)</u>	<u>Entry</u>
1-3	"BC1"
8-22	NSN, including SMIC, if applicable
23-24	Unit of issue
25-29	Quantity
30-43	Document number of the requisition for the replacement item
55-56	Applicable cognizance symbol
60-61	MPD authorized for item being shipped (e.g., 03, 06 or 13, as indicated in NAVLOG)
71	Appropriate material condition code, usually F, for unserviceable
72	Enter "E" for exchange
73	MCC E, H or X, as indicated in the NAVLOG
A	Transferring ship's service designator code (N), UIC, name and hull number
B	Service designator code, UIC and name of ultimate consignee
N	Blank if material is unclassified
P	Same material condition code as that in CC 71
X-Y	Item nomenclature. Also serial number(s) if required
AA-CC	Contract number, project order, etc., as indicated in the NAVLOG if ultimate consignee is a commercial or interservice repair activity; or blank if ultimate consignee is a Navy activity
DD	"REPAIRABLE" and either "(RED STRIPE)" if MPD 03 applies or "(BLUE STRIPE)" if MPD 06 applies (see CC 60-61)
EE	"PACKAGING REQUIRED" if it is considered that additional packaging by a transshipping activity will be required to prevent damage during subsequent handling and shipment
11	Service designator code, UIC and name of receiving activity if delivered to a Navy activity for transshipment to the ultimate consignee
12	Julian date of shipment from the transferring ship
FF-GG	"Approved for transfer:" and the name, title and signature of the Chief Engineer

MTR TURN IN DOCUMENT

DOC	STOCK NUMBER	QUANTITY	DOCUMENT NUMBER	DATE	SERIAL	UNIT	CLASSIFICATION	REMARKS	RECEIVED BY AND DATE	INSPECTED BY AND DATE				
BCI	234 0055 7890 EA-EA	00001N	21179	4080	1083		AD1, 7H	06 SG		FH 3000 00				
SHIPPED FROM N21179 USNS STALWART (TAGOS-1)			SHIP TO N00244 NSC SAN DIEGO			MAKE FOR		PROJECT			TOTAL PRICE DOLLARS CTS			
WAREHOUSE LOCATION		TYPE OF DAMAGE	UNIT PRICE	UNIT WEIGHT	UNIT CUBE	U.T.C.	H.W.T.C.	FRIGHT RATE	SECURITY	INC. TAX	QUANTITY			
SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED:			FREIGHT CLASSIFICATION NOMENCLATURE											
			ITEM NOMENCLATURE											
			ROTOR											
SELECTED BY AND DATE			TYPE OF CONTAINER			TOTAL WEIGHT			RECEIVED BY AND DATE			INSPECTED BY AND DATE		
PACKED BY AND DATE			NO. OF CONTAINERS			TOTAL CUBE			WAREHOUSED BY AND DATE			WAREHOUSE LOCATION		
REMARKS									REPAIRABLE (BLUE STRIPE)			PACKAGING REQUIRED		
PROP. DESTINATION ADDRESS			DATE SHIPPED			APPROVED FOR TRANSFER			I.M. CHIEF, CHIEF ENGINEER, TAGOS-1					
TRANSPORTATION CHARGEABLE TO			4200			RECEIVER'S SIGNATURE (AND DATE)			RECEIVER'S DOCUMENT NUMBER					

Figure 8-4-1. DD Form 1348-1

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Note: Card columns or data blocks not listed in the preceding format will be left blank.

b. Document Distribution. Completed DD Form 1348-1 for shipment of unserviceable DLR items will be distributed as follows:

<u>COPY NO.</u>	<u>USE</u>
1	Retain for proof of shipment of turn-in and file in ship's expenditure invoice file
2	Attach to unserviceable DLR. This copy must remain with the DLR inside the package or container until it is inducted for repair.
3, 4	If the DLR is unclassified, place in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container. For classified material, attach to the unserviceable DLR together with the No. 2 copy. <i>(When large classified items are shipped, the documentation may remain outside provided there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.)</i>
5	The No. 5 copy will be forwarded to the cognizant inventory manager (NAVICP Code 7231) if the ultimate consignee is a commercial contractor
6	The No. 6 copy will be forwarded via mail to the cognizant inventory manager if the ultimate consignee is other than a Naval Shipyard, Naval Supply Center, or an Industrial Naval Air Station.

8-4-4 PACKAGING AND MARKING FOR TURN-IN/SHIPMENT

a. Packaging. Inadequate packaging and careless handling are the principal causes of needless damage to costly DLR items turned in or shipped to DOPs. To reduce the probability of such damage *(which adversely affects the DOD/Navy Supply System availability of repairables required to maintain fleet readiness)* and to provide adequate identification for expeditious handling of unserviceable repairables in each phase of processing, the basic guidelines in paragraphs b through f will be followed.

b. Material Protection. Basically, the packaging of unserviceable DLR items will be accomplished in the following prescribed order of precedence:

(1) Use the container *(including cushioning and bracing material)* provided with an issued replacement item. If the cushioning and bracing material originally included in the container is no longer available, use onboard wrapping, blocking and/or cushioning materials which will fill the voids and immobilize the item in the reusable container.

(2) If a reusable container or adequate packaging materials are not available, encase and package the item with onboard materials which afford a level of protection comparable to that provided a new item. (*NIINs of reusable containers are listed in the FEDLOG; however, shipments of unserviceable items will not be delayed solely for the purpose of obtaining proper containers.*)

(3) If neither a suitable container nor adequate packaging material is available, use whatever material is available to provide the item with as much protection as possible. In such cases, ensure that an entry of "*PACKAGING REQUIRED*" is entered in data block EE of the applicable DD Form 1348-1, and handle the item carefully until it can be delivered (*not shipped*) to the DOP, or to an ashore supply activity for proper packaging and transshipment to the DOP.

c. Unserviceable Item Label. The container used to ship an unserviceable DLR item will be marked "*UNSERVICEABLE ITEM*," or it will be affixed with an "*UNSERVICEABLE ITEM*" label (*NSN 9G 7690-00-888-7536*).

d. Identification Tag or Label. An identification tag, DD Form 1577-2, or an identification label, DD Form 1577-3, will be attached securely to each unit of each unserviceable DLR item shipped (*e.g., if the quantity indicated in the DD Form 1348-1 is 3 EA, three tags or labels are required -- one for each unit*). The tag or label need to indicate only the cognizance symbol and NSN of the item and the applicable DD Form 1348-1 document number, except that when the item is authorized an MPD of 03 or 06, it also will indicate the notation "*'RED STRIPE' MATERIAL*" or "*'BLUE STRIPE' MATERIAL*," as appropriate. (*Other data blocks in the DD Form 1577-2 or 1577-3 will be completely by the DOP, as required.*)

e. Accompanying Documents. Accompanying documents required to be attached to each unserviceable DLR item shipped are the numbers 2, 3 and 4 copies of the applicable DD Form 1348-1, as prescribed in Article 8-4-3. Except for the No. 4 copy of DD Form 1348-1, all accompanying documents must be inside the shipping container.

f. Marking. The marking instructions and formats applicable to material shipments, as indicated in the Military Standard Marking for Shipment and Storage (*MIL-STD-129, as amended*) and in the *Supply Afloat-Packaging Procedures*, NAVSUP Pub P-484, will be utilized for guidance in marking shipments of unserviceable DLR item. Additionally, to facilitate recognition and expedited processing of certain unserviceable repairables, special markings are prescribed as follows:

(1) If the item being shipped is assigned MPD 03 in the FEDLOG, the shipping container will be encircled with RED tape (*NSN 7510-00-634-2941*).

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(2) If the item being shipped is assigned MPD 06 in the FEDLOG, the shipping container will be encircled with BLUE tape (*NSN 7510-00-634-2943*).

8-4-5 TURN-IN/SHIPMENT

a. Time Frames. Each T-AGOS ship will document and package unserviceable DLR items within 48 hours of receipt, and when possible, will ship such items within 24 hours after shipments have been prepared. The most advantageous transportation means available should be used, i.e., mail, COD, MLSF ships, MAC, commercial air or QUICKTRANS, as appropriate.

b. Methods of Shipment

(1) Delivery. When a ship is in the immediate vicinity of the DOP (*or the first destination address indicated in the applicable DD Form 1348-1*), shipments of unserviceable DLR items will be accomplished by a ship's representative delivering the DLR item to the DOP transshipping activity. Deliveries made in this manner will not negate the packing and marking requirements prescribed in Article 8-4-5. Each DLR must be turned in with Form 4790-2K, completed to show what is wrong with the item. This form will be completed in as much detail as is practicable. Data that is not known or not obtainable by shipboard personnel will be indicated "*unknown*."

(2) Mail. If a deployed ship has an unserviceable DLR item which is mailable, properly packaged and authorized an MPD of 03 or 06, the item will be shipped to the DOP by priority mail. Except when shipment by fleet freight is more practicable, all other unserviceable DLR items which are mailable and properly packaged will be shipped (*from overseas or CONUS locations*) by fourth class mail. If an unserviceable DLR item is not mailable or cannot be packaged properly by the ship, it will be turned into the nearest ashore supply activity for packaging and transshipment to the DOP.

8-4-6 ADDITIONAL INFORMATION

Additional information for requisitioning, receipt and turn-in of DLR's is contained in NAVSUP Publication P-485.

CHAPTER 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 5 - CONTROL OF GOVERNMENT PROPERTY IN POSSESSION OF CONTRACTORS (CONTRACT-OPERATED USNS ONLY)

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8-5-1 GENERAL

The purpose of this section is to provide guidance, policies and procedures with regard to control of Government property furnished to or acquired by a contractor as a contractual requirement. The procedures contained in this section apply to contract-operators of USNS ships. In the event of conflicts between articles in this section and the provisions of operating contracts, the provisions of the operating contract will take precedence.

8-5-2 GOVERNMENT PROPERTY

As stated in Section 1, Government property includes all property owned or acquired by the Government by direct purchases or acquired by an operator of a ship for the Government as a contractual requirement, where the cost of the property has been reimbursed by the Government. Government property is divided into seven categories. The following categories are examples only and do not represent an all inclusive list:

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- a. Ships and installed equipment: ship's hull, generators, anchors, cargo booms, boilers, engines, etc.
- b. Loose equipment: general purpose test equipment, electric/pneumatic powered tools, damage control equipment, galley equipment, medical equipment, other equipment, such as gas welding outfits, compressed gas bottles, torque wrenches and micrometers.
- c. Furniture: desks, chairs, tables, bunks, etc.
- d. Controlled equipage: all navigational items, cameras, chronometers, all small arms ammunition, all radiac equipment, handheld radios, ship seal, stopwatch, telescopes.
- e. Repair parts: material or items used in repair of specific machinery or equipment. These types are normally identified in an allowance or manufacturers parts list.
- f. Medical supplies: Authorized Medical Allowance (AMA).
- g. Fuel: self-explanatory.

8-5-3 NEW REQUIREMENT FOR GOVERNMENT-FURNISHED MATERIAL

- a. Government-furnished material provided after delivery requires individual piece/equipment approval by the Contracting Officer. Other MSC codes may determine that due to a variety of reasons additional GFM must be provided for ship operation.
- b. The Contracting Officer in coordination with the requiring code will determine if the item will be purchased by the Government and delivered to the ship's operator or obtained by the ship's operator on a reimbursable basis. If the material is to be obtained by the Government and delivered to the ship's operator, the COMSC code identifying the requirement is responsible for initiating the procurement (*NSN or non-standard*) in accordance with current procedures.
- c. The Contracting Officer or ACO will inform the ship's operator of the increase in GFM and method by which the requirement will be satisfied. The Contracting Officer will require the ship's operator to provide two copies of the purchase order and receipt documentation. These documents will be used to update the ship's inventory listing.

8-5-4 DESIGNATION OF PROPERTY ADMINISTRATOR

The Property Administrator for contract-operated USNS ships is the COMSC Logistics Officer (*N4*). An Assistant Property Administrator may be appointed for specific contracts.

8-5-5 DUTIES AND RESPONSIBILITIES OF PROPERTY ADMINISTRATOR AND ASSISTANTS

COMSCINST 4340.3A, *Subj: Government Property Administration for Contract-Operated and Chartered Ships*, provides detailed guidance regarding the duties and responsibilities of the Property Administrator. The following is a summary of these duties and responsibilities.

a. Property Administrator. The Property Administrator will:

(1) Administer contract provisions, requirements and obligations relating to Government property in possession of contractors.

(2) Participate in pre-award surveys and post-award reviews as required.

(3) Establish and maintain a complete inventory listing of all Government property provided to the contractor at the beginning of the contract. The listing will contain all information required to properly identify the material, to include the item name, stock number (*if known*), manufacturer's name, part number, serial number and unit cost.

(4) Maintain an updated listing of all Government property which accounts for new purchases, additions, replacements and disposition actions. Data maintained will be in the same format as the initial inventory list. Disposal actions require identification of the Defense Reutilization and Marketing Office (*DRMO*) and the date of disposal.

(5) Ensure that the contractor property organization is aware and understand applicable provisions of the Government contracts dealing with property including Federal Acquisition Regulation (*FAR*) Part 45.

(6) Provide technical assistance to the contractor for the acquisition and disposal of Government property.

(a) The purchase of new material shall be at the direction of the Contracting Officer and with the concurrence of the Property Administrator, Engineering or Operations Director.

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(b) Disposal of Government property shall be at the direction of the Property Administrator, in accordance with DRMO. The Property Administrator is not to take action to dispose of Government property, but advise the Contracting Officer, who will then advise the contractor of the procedures to follow.

(c) The Property Administrator shall advise the Contracting Officer of all necessary repairs to Government property. The Contracting Officer will provide direction to the contractor accordingly.

(7) Advise the contractor of the proper method of reporting missing, lost, damaged or stolen Government property. All reports shall be forwarded by the contractor in accordance with the operating contract.

(8) Conduct property reviews in accordance with the FAR and the terms of the contract and providing written results to the Contracting Officer and ACO, if assigned.

(9) Conduct or arrange for closing inventories at the termination of a contract. Assist the Contracting Officer or the ACO, if assigned, with the reconciliation of any differences between opening and closing inventories.

(10) Ensure that an inventory is conducted of all items onboard ship prior to the scheduled turnover of the ship to the contractor, and prior to redelivery.

b. Assistant Property Administrator. The Assistant Property Administrator will:

(1) Become familiar with the provisions of the contract for which property administration responsibilities have been assigned.

(2) Become familiar with the property administration section of FAR Part 45.

(3) Conduct reviews as scheduled by the Property Administrator.

(4) Maintain inventory listing provided by the Property Administrator of all Government property provided to the ship's operator at the beginning of the contract.

(5) Maintain and update listings of all Government property to account for new purchases, additions, replacements and disposal actions. The data maintained will be in the same format as the initial inventory listing. Disposal actions require identification of the DRMO.

(6) Ensure that the contractor's property organization is aware and understand applicable provisions of Government contracts dealing with Government-furnished property including reference (a).

(7) Provide technical assistance to the contractor for the acquisition and disposal of Government property.

(a) The purchase of new material shall be at the direction of the Contracting Officer and with the concurrence of the Government Property Administrator, Engineering or Operations Director.

(b) Disposal of Government property shall be at the direction of the Government Property Administrator, in accordance with DRMO. The Government Property Administrator is not to take action to dispose of Government property, but advise the Contracting Officer, who will then advise the contractor of the procedures to follow.

(c) The Assistant Property Administrator shall advise the ACO of all necessary repairs to Government property. The ACO will provide direction to the ship's operator accordingly.

(8) Advise the ship's operator of the proper method of reporting missing, lost, damaged or stolen Government property. All reports shall be forwarded by the ship's operator in accordance with the operating contract.

(9) Conduct property reviews in accordance with the terms of the contract and providing written results to the ACO and Government Property Administrator.

8-5-6 DUTIES AND RESPONSIBILITIES OF THE CONTRACTING OFFICER (MSC N10) OR ADMINISTRATIVE CONTRACTING OFFICER

The Contracting Officer or ACO will:

a. Establish procedures to ensure that the contractor, upon receipt of Government-furnished property, provides copies of DD Form 1149, DD Form 1348-1 or other shipping documents be annotated acknowledging receipt. The contractor will provide these documents to the Contracting Officer or ACO.

b. Establish procedures to ensure that the contractor provides to the Government a copy of all turn-in documentation resulting from Government directed or approved disposal action.

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c. Provide a copy of all annotated receipts and turn-in documentation to the Government Property Administrator or Assistant Property Administrator.

d. Provide the Director, Property Administration Division (*N4*) a listing of contracts in which Government property is provided. The listing shall contain the contract number, effective date, expiration date, name of contractor, Contracting Officer, and ACO (*when assigned*) and the command responsible for administrative support. The listing shall be provided annually not later than 30 December.

e. Ensure that DOD Property in the custody of contractors (*DD Form 1662*) report is submitted annually.

f. Coordinate with Comptroller (*N8*) for funds to repair or replace Government-Furnished Material.

8-5-7 DUTIES AND RESPONSIBILITIES OF THE COMPTROLLER (*N8*)

The Comptroller will ensure that billings for material received by the contractor from the Defense Supply System are validated to charge material correctly to the contractor or Government. The validation may be accomplished by N3, N4, N7 or N10.

8-5-8 DUTIES AND RESPONSIBILITIES OF PROGRAM MANAGERS EAST AND WEST COAST

Program Managers East and West as required will establish Assistant Property Administrators to facilitate execution of property administration functions.

8-5-9 DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

a. The contractor shall be completely responsible for all Government property provided for the operation of the ship under the terms of the contract. The contractor shall establish and maintain a record of all Government property. This record shall be made available for inspection by the Government. All other areas of responsibility are discussed in the contract.

b. Liability for loss, damage, excessive or improper use of Government property in any instance will depend upon the circumstances. The contractor shall furnish to the Government all necessary data relating to these situations.

8-5-10 SOURCES FROM WHICH GOVERNMENT PROPERTY MAY BE FURNISHED OR ACQUIRED

a. Military Installations or Other Contractor's Plants. Government property may be shipped to a contractor from military installations or plants of military department contractors.

b. Direct Purchase by the Contractor. Direct purchases shall be subject to a determination by the Contract Administrator that the items are allocable to the contract involved and are reasonably necessary therefore. For purposes of property control within the scope of this section, it shall be considered that property purchased by a contractor, for which reimbursement is to be requested, becomes Government property upon its receipt by the contractor. This provision shall not be deemed to alter or modify contractual provisions relating to passage of title.

c. Withdrawal from Contractor-Owner Stores. For purposes of property control, within the scope of this section, property withdrawn from contractor-owned stores, for direct charge to the contract, shall be considered Government property at the time of approval of the claim for reimbursement, or at the time of issuance for use of such property for the performance of the contract, whichever is earlier.

d. Contract Provisions, Terminations, Contract Changes. Pursuant to specific contractual provisions, or as a result of termination of a contract or change orders issued under a contract, the Government may acquire title to property.

8-5-11 DISPOSITION OF GOVERNMENT MATERIAL

a. Government material is either repairable or nonrepairable. Repairable material will be handled as outlined in paragraph b. Nonrepairable material will be disposed of as indicated in Article 8-5-8.

b. All repairable material removed from the ship will be reported to COMSC (N4). The material report will include all of the following available information:

- (1) Nomenclature
- (2) Mfg. model and part number
- (3) Condition in some detail indicating estimated cost and time of repair (*Class F*)
- (4) Cost of replacement item

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(5) Stock number

(6) Allowance page and line number

8-5-12 DISPOSITION OF SCRAP AND SALVAGE MATERIAL

a. Any scrap or salvage material in the custody of the contract-operator or a repair contractor resulting from the performance of services or repair work at the contract-operator's expense, shall be disposed of as the contract-operator sees fit. Any scrap or salvage material which results from services or repair work performed at Government expense (*including items removed from the ship, not requiring replacement*) shall be disposed of as the Government directs.

b. The operating contract states, in general terms, the manner in which scrap and salvage material in the custody of the repair contractor, resulting from the performance of services thereunder, shall be segregated by the contractor and may, upon written approval of the contract-operator and the MSC representative, be purchased, or disposed of, by the repair contractor.

c. A locker and/or stowage area shall be stenciled to designate its use for scrap and salvage material. The space shall be used for deck, engine and steward's material. When material such as a mooring line or cargo hose cannot be stowed in the area, the material should be included on a check list maintained in the storage area which indicates the location of other scrap or salvage material.

d. Disposition of scrap and salvage material is dependent on the manner in which the material was generated and shall be disposed of as follows:

(1) Resulting from Ship Overhaul. Scrap and salvage material (*as defined in Article 8-3-2*) generated from ship overhaul and in the custody of the repair contractor as a result of the performance of repair services shall be segregated by the repair contractor. A determination will be made, based on joint agreement between the contract-operator's representative and the MSC representative, as to what material shall be classed as scrap for disposition and what material shall be classed as salable for transfer to a DOD Disposal Activity.

(a) Government Scrap Material. Scrap material should always be segregated into a minimum of three categories: (1) ferrous metal, (2) nonferrous metal and (3) all other. If there is sufficient quantity, scrap will be further segregated into the following categories: (1) light iron and steel, (2) heavy iron and steel, (3) cast iron, (4) nickel or tin, (5) copper, including copper wire, (6) aluminum, (7) lead, (8) brass and (9) zinc. The

contract-operator's representative and COMSC shall jointly select the method of disposal which will produce the maximum revenue to the Government. To this end, disposition can be made by any of the following methods and supported by a certified weight certificate:

(1) Direct sale to the repair contractor at the prevailing market price, or at not less than the fair value thereof, in the absence of an established market price. The proceeds of any such disposition of scrap material shall be forwarded to COMSC (N8) in the form of a certified check made payable to the Treasurer of the United States or in the form of a credit to invoice for Government reimbursable items. Direct sale to the contractor is normally the preferred method of disposal.

(2) Public sale to the highest of three bidders, but at not less than the fair market value thereof. The proceeds of the sale shall be forwarded to COMSC (N8). In order of preference, this method follows disposal by direct sale and is designed to secure the most favorable price when conditions warrant competition.

(3) Transfer to the nearest DOD Disposal Activity authorized to sell such material. It will be turned in to a Government disposal activity on a no-price DOD Single Line Item Release Receipt Document (*DD Form 1348-1*) which will be prepared by the contract-operator's representative.

(b) Government Salvage Material. All salable items of material shall be examined immediately upon removal from the ship by the MSC and contract-operator's representatives at the shipyard site and properly identified. When an MSC representative is on-site, he may issue immediate disposal instructions to the contract-operator. The contract-operator shall notify COMSC (N4) as soon as possible, by letter, prior to the port engineer's departure from the shipyard, of the condition, repairs required and the estimated cost of the repairs to the salvageable material. COMSC (N4) will provide disposition instructions to the contract-operator on receipt of condition reports.

(2) Result of Government-Reimbursable, Contractor Performed Work

(a) Government Scrap Material. Scrap material which is accumulated onboard ship as a result of work outside the normal maintenance and repair responsibility of the contractor, may be disposed of by the contract-operator utilizing any of the methods previously described, i.e., direct or public sale or transfer to a disposal activity for disposition. Accounting or reimbursement shall be made as explained for each method of disposal.

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(b) Government Salvage Material. Salable items accumulated onboard ship as a result of work outside the normal maintenance and repair responsibility of the contractor shall be reported to COMSC by the contract-operator for disposition instructions. The report should include comments as to the condition of the material and the estimated cost of repairs.

8-5-13 AUTHORIZED SELLING ACTIVITIES

The Department of Defense Disposal Manual (*available at MSC subordinate commands*) contains a list of authorized selling activities and establishes the current policy for disposal of scrap and salvage not otherwise provided for by contract or these instructions.

8-5-14 INVENTORIES

a. General. It is the responsibility of the Property Administrator to designate the type and frequency of physical inventories to be taken. The inventories enumerated in paragraphs (b) and (c) are the minimum inventory requirements.

b. Beginning and Ending Inventories. At the beginning of a contract, or upon accepting delivery of the ship from the Government for operation under the contract, the contractor will acknowledge receipt of the tanker including installed equipment, equipage and supplies, prepared as described in paragraph c. If the ship has been in operating status or reduced operational status and is assigned to the same contractor, the inventories taken upon completion of the old contract will suffice. If the ship has been in operating status or reduced operational status but is assigned to a different contractor, new inventories will be taken jointly by the old and new contractors or the old inventories will be verified and acknowledged by the new contractor. If the ship has been in inactive status, the contractor will verify the inventories taken upon inactivation or take new inventories if the verification indicates inaccuracies.

c. Type and Frequency of Inventories

(1) Installed Equipment. All operating equipment bolted or welded in place will be inventoried at the beginning and end of the contract.

(2) Equipage, Consumables and Repair Parts (All Departments). All items as defined in Article 8-3-2 plus, all ordnance and electronics equipment. These items shall be inventoried along with consumable stores (*all departments*) and repair parts (*all departments*). Each category will be entered on separate inventory sheets at the beginning and end of contract; except as noted in paragraphs m and n. For government-controlled ordnance (*small arms, line throwers, etc.*), USNS ship contract-operators shall

require Masters to annually verify the ship's inventory of these items on the Small Arms/ Weapons Assets Report R-834 provided by the Naval Weapons Support Center (NWSC), Crane IN. The report will be returned to NWSC Crane with changes noted.

(3) Controlled Equipage Inventory. The contractor shall inventory controlled equipage annually and submit a report of such inventory to the Contracting Officer within thirty days of its completion. This report shall include, for each item inventoried, the nomenclature, national stock number or part number, serial number(s) and quantity on hand. Upon discovery of loss, damage or recovery of any item of controlled equipage, a Missing, Lost, Stolen or Recovered (MLSR) Government Property Report shall be filed with the Contracting Officer within 7 days. The loss or recovery of any weapons shall be reported by message within 24 hours (*this report being additional to, and not in lieu of, the MLSR report*). MLSR reports shall be prepared in accordance with SECNAVINST 5500.4G.

(4) Physical Inventories. Physical inventories are to be performed on an annual basis and shall conform with FAR 45.508 and 45.508-3. Results of the inventory will be reported to the Contracting Officer in accordance with FAR 45.508-2.

(5) Subsistence Stores. All subsistence stores will be inventoried at the end of contract and semi-annually. Subsistence inventories will contain a signed statement that such inventories are based on actual physical count.

(6) Bunkers. Last day of each month.

d. Quantitative and Monetary Control. All beginning and ending inventories will be prepared on a quantity basis. Inventories of subsistence, equipage and supplies, repair parts and bunkers will be priced, extended and totaled.

e. Discrepancies. Any discrepancies disclosed as a result of inventorying will be adjusted in accordance with Article 8-5-16.

f. Stock Control Records for Ships Repair Parts. A Stock Record Card, Afloat (NAVSUP Form 1114) will be maintained for each set of machinery repair parts and independent repair part for ships issued Coordinated Shipboard Allowance Lists (COSAL). This is an IBM type card generated and issued with the COSAL (*see Figure 8-5-1*). As decks of NAVSUP Form 1114 are issued with the basic data preprinted, only the inventory entries must be maintained in similar manner to the MSC 4441/17. Symbols (*) and (#), designating U.S. Coast Guard and American Bureau of Shipping required items may be entered in the unused "SMIC" block at the left of the "description" block.

FORM NO. 1114-101 (REV. 1-79)		4330-00-030-3175		SPRING		EA		65		760200211		M29LE		6		4			
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SPECIFIC IDENTIFICATION			DATE		RECEIVED		QTY		BY		REMARKS		INITIALS		SIGNATURE		DATE		
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6163	79-76	2	4-3-76		6		0		6										
			6-8-76		0		2		4										
THIS CARD IS TO BE USED TO RECORD THE RECEIPT AND ISSUE OF STOCK TO THE UNIT. IT IS NOT TO BE USED TO RECORD THE RECEIPT AND ISSUE OF STOCK TO THE PERSONNEL OF THE UNIT.																			
FORM NO. 1114-101 (REV. 1-79)		4330-00-030-3175		SPRING		EA		65		760200211		M29LE		6		4			

Figure 8-5-1. Preparation of Stock Record Card, Afloat (NAVSUP Form 1114)

g. Relief of Department Head. When a department head is detached from a ship, the officer concerned and his relief will conduct a spot check of individual repair parts against the stock record to determine the accuracy of inventory control of repair parts. Upon completion of this check, they will make a statement in writing to the Master of the ship of any defects or deficiencies noted. When sufficient time is not available to accomplish this check, the incoming department head will make the check and the report as soon as possible, and in any event, within 20 days after taking charge.

h. Controlled Equipage. Custody records will be maintained for those items of equipage listed in Table 8-5-2 and for any additional items which may be designated by the Master of the ship and the contract-operator.

(1) The following are considered custodians with respect to custody and related responsibilities for equipage:

- (a) First Officer
- (b) Chief Engineer
- (c) Chief Steward
- (d) Purser
- (e) Radio Operator

(2) Controlled Equipage items are those identified on the following table:

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GOVERNMENT-FURNISHED CONTROLLED EQUIPAGE

Alidades	Microscope
Ammeters	Ohmmeters
Azimuth Circles	Printers
Barometers	Radiac Equipment:
Binoculars	Detector Radiac Personnel DT60
Cameras	Survey Meter AN/PRD 43
Chronometers	Dosimeter IN 143 P/D
Clinometers	Radiac Gear CP 95 (<i>Computer Indicator</i>) Radiac Set
Clocks (<i>Brass</i>)	AN/PDR 27
Comparing Watches	Radio - Hand - Held
Computers and peripherals	Ship's Seal
Copy Machines	All Small Arms and ammunition
Disk Drives	Spyglass
Exposure Suits	Stopwatch
Facsimile Machines	Telescope
Marine Sextant	Non-Sponsor Typewriters
	Voltmeter

NOTE: This list of controlled equipage is definitive in that all items on this list are controlled equipage by definition and all items not on this list are excluded from the term "controlled equipage." A detailed list by item, quantity and identifying numbers will be prepared and finalized during the joint inspection prior to turnover of each ship.

TABLE 8-5-2 - EQUIPAGE

(3) Each of these custodians will be responsible to the Master for all equipage items which are in use in his department.

i. Preparation of Equipage Records. Equipage Stock Card and Custody Record (*NAVSUP Form 306*) will be prepared in duplicate for those items appearing in Table 8-5-2. The custody record will contain the following information; see Figure 8-5-3:

- (1) Ship's name, ship type and accounting number;
- (2) department having custody;
- (3) cards numbered consecutively starting with number one;
- (4) current NSN, if applicable;
- (5) numerical allowance for each item as shown in the allowance list;
- (6) description as in the allowance list, including the manufacturer's serial number for items so identified;

NAVSUP FORM 306 2HQ 6658-252-8969		EYEGLASSES BINOCULARS	QUANTITY 4 (of 5)	UNIT EA	UNIT PRICE 165.44	STOCK NUMBER OPS	DATE 12
NSN 6658-252-8969		DESCRIPTION prismatic, 7 X 50, w/filter, leather case and carrying strap					
JAN 84, 35789, 56819, 43325							
CONTROL, INVENTORY, STORAGE, CONTROL, RECORD-KEEPING		TRANSACTION METHOD					
DATE	REMARKS	ACCEIVED FROM	QUANTITY	UNIT	UNIT PRICE	I will certify contents of this line in all details specified.	
4/1/79	RF from previous card		4			R. H. Dillard	

Figure 8-5-3. Example of Item Identification in a NAVSUP Form 306

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(7) Allowance Parts List number of COSAL.

j. Maintenance of Equipage Records. The original NAVSUP Form 306, signed by the responsible custodian, will be maintained by the Master. One duplicate copy of each custody record will be maintained by the custodian. As equipage is received or expended appropriate entries will be made on the equipage records maintained by the Master, custodian and contract-operator.

k. Inventory of Equipage. All equipage for which custody records are maintained will be inventoried upon relief of a custodian. When a custodian is relieved, the custody transfer of equipage will be completed, if possible, prior to the detachment of the outgoing custodian, to facilitate the reconciliation of any differences that may arise. In any event, the incoming officer should complete his inventory and sign the applicable NAVSUP Form 306 maintained by the Master, or prepare a letter of transmittal to the Master, with a copy to the contract-operator, indicating acceptance of responsibility, within 30 days after taking charge.

l. Consumable Supplies. The contract-operator may keep track of consumable supplies as he sees fit.

m. Inspections

(1) An inspection of each ship will be conducted jointly by representatives of the contractor and Property Administrator when available in CONUS. A detailed report of each inspection, with noted deficiencies and recommended corrective action will be prepared by the Property Administrator and forwarded to the contractor.

(2) In addition to the joint inspection, a representative of the contractor will visit each ship annually, when available in CONUS, to ascertain the overall property control performance and to provide indoctrination for shipboard personnel. A report of each visit, with a listing of deficiencies noted and the corrective action directed, will be forwarded to the Property Administrator within 30 days after each visit.

(3) To the extent practicable, indoctrination in prescribed property control procedures will be provided by the contractor to relieving Masters and department heads prior to assignment in order to ensure that each is thoroughly familiar with required procedures.

8-5-15 RECORDS TO BE MAINTAINED BY THE CONTRACTOR

a. Installed Equipment. The contractor will maintain an individual Allowance List for each ship assigned. SOM, Chapter 7, Section 4, delineates the method of maintaining these lists. Parts I and II of the lists will be used as the basic property control record for installed equipment. This record may be maintained onboard each ship. Physical inventory of installed equipment will be taken at the beginning and end of each contract. Onboard Allowance Lists will be used to record this inventory. Opposite each item of installed equipment the following will be recorded: date and quantity of the item onboard as of the latest date.

b. Equipage and Consumables. Monetary controls will be maintained for each ship and for each category of consumable or expendable property and equipment. These categories are: (1) Equipage plus all ordnance and electronics equipment, (2) Subsistence, (3) Repair Parts, (4) Stores and Supplies and (5) Bunkers.

c. Scrap. Instructions for the disposal of scrap whether generated during an overhaul or during a normal operating period are delineated in Chapter 8, Section 5.

Note: The Property Administrator will be furnished a copy of the document which evidences the disposal of scrap.

d. Salvage. Instructions for the disposition or salvage generated during an overhaul or during a normal operating period are delineated in Chapter 8, Section 5.

8-5-16 CONTRACTOR'S RESPONSIBILITY AND LIABILITY

a. Contractor's Responsibility. A contractor shall be responsible for all Government property in his custody or control in accordance with the terms of the contract. The contractor may be relieved of responsibility for Government property by any of the following methods, subject in any case to specific contract provisions.

(1) Consumption of Property in the Performance of the Contract. To the extent that the Property Administrator determines that property has been consumed or expended for proper purposes and in reasonable amounts in the performance of the contract, the contractor shall be relieved of responsibility for such property.

(2) Retention by the Contractor. This may occur when the contract is completed, terminated, or otherwise amended during the performance of the contract. The contractor shall be relieved of responsibility for all property which has been retained by the contractor, provided that the Government shall have approved the retention and shall have been reimbursed therefore in accordance with the terms of the contract or applicable regulations.

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(3) Sale of Property. The contractor shall be relieved of responsibility for Government property sold pursuant to the instructions of the Contract Administrator, in accordance with applicable regulations, provided, however, that the proceeds have been received by or credited to the Government.

(4) Redelivery of Ship. The contractor shall be relieved of responsibility for a ship upon redelivery to the Government in accordance with Article 8-5-14.

(5) Turn-In. The contractor shall be relieved of responsibility when property is turned-in to a naval activity for stock and/or to a disposal activity for disposal, provided turn-in is in accordance with instructions or regulations and is supported by DD Form 1348-1 signed by representatives of the contract-operator and the receiving activity.

(6) Surveyed. The contractor shall be relieved of responsibility when subsistence items are determined to be unfit for consumption and are disposed of by dumping, provided each such survey is properly documented and approved.

(7) Transfer of Government Property from a Contractor. The contractor shall be relieved of responsibility when Government property is transferred from the contractor pursuant to the instructions of the Property Administrator.

(8) Written Advice of Contract Administrator. The contractor shall be relieved of responsibility for Government property lost, damaged destroyed or consumed, in excess of that normally anticipated in the operation of the tankers, as the result of appropriate action by the Contract Administrator to determine the liability of the contractor, provided such determination is furnished to the contractor in writing and the Government shall have been adequately reimbursed when appropriate.

b. Contractor's Liability. Subject to the terms of the contract, the contractor may be liable when shortages of Government property are disclosed or when Government Property is lost, damaged or destroyed, or when there is evidence of unreasonable use or consumption of Government property.

c. Property Administrator's Action in Case of Loss. The Property Administrator will require the contractor to report to him all cases of loss, damage or destruction of Government property in his possession, as soon as such fact becomes known. The Property Administrator will forward such report to the Contract Administrator, together with his own report of the facts of the case and his recommendation thereon. If the Contract Administrator is the Contracting Officer, he will there upon determine the contractor's liability; otherwise he will forward the papers to the Contracting Officer, who will make such determination. In making any such determination, consideration will be

given to the reports and recommendations submitted and to any additional facts which the contractor may submit. The contractor and the Property Administrator will be furnished with a written copy of such determination. A copy will be held in the files of the Contract Administrator.

d. Property Administrator's Action in Case of Improper Consumption. When inventory adjustments or usage checks disclose consumption of property which is considered unreasonable by the Property Administrator, or when instances of losses, damages to, or destruction of Government property, which have not been reported by the contractor, are discovered by the Property Administrator, he shall prepare a statement of the items and amount of loss involved. This statement shall be furnished to the contractor for investigation and written justification. Further procedure shall be in accordance with that prescribed in paragraph c.

e. Contract Administrator's Action When Contractor Liable. Where it has been determined that the contractor is liable to the Government by reason of the loss, damage or destruction of Government property, a letter of advice from the Contract Administrator shall be considered a valid credit to the official Government property records.

Note: When property is rendered unserviceable by damage thereto, the letter of advice from the Contract Administrator will be considered/disregard a valid credit to the Government property account when supported by or appropriately cross referenced to shipping documents of listing covering proper disposition of the unserviceable items.

f. Shipment and Receipt of Government-Furnished Property. Where Government property is shipped to a contractor from a military installation or from another contractor's plant, the contractor becomes responsible therefore upon delivery of the property. The shipping activity shall furnish the contract-operator with copies of pertinent documents in order to permit the property account of the contract-operator to reflect the transaction.

8-5-17 AUDIT OF PROPERTY ACCOUNTS

Records of Government property shall be audited by the military departments as frequently as conditions warrant. Any such audit or audits may take place at any time during the performance of the contract, upon completion or termination of the contract, or at any time thereafter pursuant to the contract. These audits will include records maintained by the contractor and such records as may be maintained by Government personnel in connection with such property. The Property Administrator and the contractor shall make all property records, including correspondence related thereto, available to the auditors.

CHAPTER 8 - MATERIALS, SUPPLIES AND SERVICES

**SECTION 6 - HANDLING OF MEAT ONBOARD USNS SHIPS
RETURNING FROM FOREIGN COUNTRIES
(CONTRACT-OPERATED USNS ONLY)**

General	8-6-1
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8-6-1 GENERAL

Part 94, Title 9 - *Animal and Animal Products*, Code of Federal Regulations, requires that certain procedures be followed when meat products which originated in, entered a port in or otherwise transited a country infected with rinderpest, foot-and-mouth disease or African swine fever, enter the United States. MSC policy for control of these products are contained in Chapter 6 of COMSCINST 6000.1C.

CHAPTER 9 - SHIPBOARD SAFETY AND OCCUPATIONAL HEALTH

SECTION 1 - SAFETY

General	9-1-1
Safety and Occupational Health Procedures for Civil Service Manned Ships (CIVMAR USNS only).....	9-1-2

9-1-1 GENERAL

a. The Master of each MSC Force ship is ultimately responsible for the safety of his ship, cargo and crew and nothing in these instructions shall relieve the Master of this responsibility.

b. Civil Service Manned USNS Ships

(1) It is the policy of Commander, Military Sealift Command that civil service manned USNS ships shall establish and maintain an effective and comprehensive Safety and Occupational Health Program in order to provide a safe and healthful workplace onboard ship and to conserve manpower and material resources afloat.

(2) This chapter lists the elements of an afloat Safety and Occupational Health Program to be established by the ship as required by applicable directives. COMSCINST 5100.17C, *Subj: Afloat Safety and Occupational Health Manual*, is the primary instruction.

c. Contract-Operated USNS Ships. The contractor shall implement and maintain a Safety and Occupational Health Program in compliance with U.S. Coast Guard Regulations and Military Sealift Command's Contract. The contractor shall be responsible for safety procedures while performing all shipboard tasks including hazardous operations or handling dangerous materials including, but not limited to, asbestos, explosives, mercury, lithium batteries and lead based paint.

d. Chartered Ships. COMSC does not prescribe detailed safety requirements for chartered ships. Charter parties do require the charter operator to maintain safe working conditions and practices, and to take affirmative action to prevent personnel injuries.

e. Each operating contract, charter party and GAA contain unique safety provisions. The safety policies and direction contained in this section are general in nature. In the event there are conflicts with contents of this section and provisions of operating contracts or charter parties, the provisions of those documents will take precedence.

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f. Appendices contain COMSC safety policies and direction that are unique to specific ship types. Those specific requirements are additive to the contents of this section.

9-1-2 SAFETY AND OCCUPATIONAL HEALTH PROCEDURES FOR CIVIL SERVICE MANNED SHIPS (CIVMAR USNS ONLY)

a. It is COMSC policy that civil service manned USNS ships shall establish and maintain an effective Safety and Occupational Health Program. The objective of the Safety Program is to enhance operational readiness and productivity by reducing the frequency and severity of on and off-duty mishaps to personnel and reducing the cost of material and property damage. The programs shall be aggressively supported and promoted throughout the ship by officers, supervisors and crewmembers. The ship's Safety and Occupational Health Program shall conform with COMSCINST 5100.17C, *Subj: Afloat Safety and Occupational Health Manual*.

b. The following elements are to be established for a shipboard Safety and Occupational Health Program for civil service manned USNS ships.

Administration	Mishap Reporting and Investigations
Asbestos Control	Occupational Health
Electrical Safety	Personal Protective Equipment
Gas Free Engineering	Radiation Protection
Hazard Abatement	Recreation, Athletic and Home Safety
Hazardous Material/Hazardous Waste (HM/HW)	Respiratory Protection
Hazard Reporting	Safety Council
Hearing Conservation and Noise Control	Safety & Occupational Health Training
Heat Stress	Shipboard Egress Routes
Inspections	Sight Conservation
Lockout/Tagout Procedures	Traffic Safety

CHAPTER 10 - INSPECTIONS

SECTION 1 - MSC INSPECTIONS OF SHIPS

General	10-1-1
MSC Command Inspection Program (CIVMAR USNS Only)	10-1-2
Informal Material and Appearance Inspections (Contract-Operated USNS and Chartered)	10-1-3
Informal Safety Inspections (Contract-operated USNS Only)	10-1-4

10-1-1 GENERAL

a. The objectives of MSC inspections are to (1) ensure the readiness, performance and efficiency of MSC Force ships in fulfilling their assigned missions and (2) ensure contract-operator and charter-operator compliance.

b. Civil service manned USNS ships undergo inspection as part of the MSC Command Inspection Program; see Article 10-1-2.

c. Contract-operated USNS ships undergo MSC inspection at the commencement and termination of a contract and throughout the duration of the contract. The latter inspections may be either part of a formal MSC contract administration quality assurance plan, or if there is no plan for a particular ship or class of ships, then informal material and appearance inspections will be conducted in accordance with Article 10-1-3.

NOTE: *Appendix E contains the T-AGOS External Audit Guidelines.*

d. Chartered ships will be inspected by MSC during on-hire and off-hire and throughout the term of the charter. Procedures for conducting on-hire and off-hire inspections for dry cargo ships and tankers are contained in Appendix B. Inspections during the charter term may be conducted either in accordance with a formal MSC contract administration quality assurance plan or, if there is no such plan, then informal material and appearance inspections shall be conducted in accordance with Article 10-1-3.

10-1-2 MSC COMMAND INSPECTION PROGRAM (USNS CIVMAR ONLY)

a. Program Managers are responsible for conducting Command Inspections onboard ships and afloat staff assigned to them, and shore activities under their administrative control.

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b. The objective of the command inspection is to assess the readiness, performance, effectiveness and efficiency of MSC Civil Service manned ships, afloat squadrons and shore activities and evaluate their ability to accomplish assigned missions.

c. COMSCINST 5040.2C, *Subj: Command Inspection Program*, delineates the objectives and policies of the MSC Command Inspection Program and assigns responsibilities that are supportive of the Naval Command Inspection Program. In addition, procedures are prescribed for the preparation, conduct, reporting and follow-up of inspections conducted under the MSC Command Inspection Program. Guidance is also provided for scheduling and conducting special category inspections, surveys and certifications required by various regulatory and government agencies. In accordance with the directive, Program Managers and Area Commanders shall schedule and conduct triennial inspections on ships and shore activities under their administrative control.

d. Command Inspections will be conducted under the oversight of the MSC Inspector General. Copies of Command Inspection results will be forwarded to the applicable Program Manager and the MSC Inspector General (*N00I*).

10-1-3 INFORMAL MATERIAL AND APPEARANCE INSPECTIONS

a. Program Managers are responsible for the material condition and appearance of their assigned ships. Program Managers are responsible for scheduling and conducting material and appearance inspections.

b. Program Managers may request MSC Area Commanders and Squadrons (*as applicable*) to assist with these inspections.

c. In addition, MSC Area Commanders and Squadron Commanders will conduct informal material and appearance inspections on contract-operated USNS ships and chartered ships operating within their areas of responsibility.

d. Inspecting officers shall ensure that the ship's Master is debriefed and a copy of the Informal Material Inspection results is provided to the ship before leaving port. Other copies are provided as follows: one copy to owners of chartered ships and operators of contract-operated ships, one copy to MSC Area Commanders and one copy to COMSC. A copy of the Inspection Results is to be forwarded to the COMSC Inspector General (*N00I*).

e. The Program Manager will forward the Inspector results to the contractor for comment. Inspectors shall make their business known to the Master of the ship upon boarding and request such assistance as required to enter the various compartments. Inspections shall be of an informal nature. No opening of machinery shall be required, but inspectors shall develop as much pertinent information as possible concerning the present condition of machinery from visual examination and from other sources, such as conferences with the ship's force, log entries, etc. The inspector normally shall not direct corrective action but may offer suggestions as to necessary corrective actions, particularly regarding defective equipment and safety hazards and violations. Specific attention shall be paid to the cleanliness of the ship in general and the living spaces. The inspector's primary mission is to inspect and report the condition as found. Inspectors must conduct their inspections in company with a ship's officer.

10-1-4 INFORMAL SAFETY INSPECTIONS

a. Program Managers are responsible for safety aboard their assigned ships and are authorized to designate responsible individuals to visit all their ships for the purpose of conducting informal safety inspections at any time when the ships are in ports in which MSC subordinate commands exercise local operational control. Violations of safety regulations of the U. S. Coast Guard and ABS, and of MSC instructions applicable to contract-operated ships, and of other safe practices shall be noted and reported for correction.

b. Safety violations of established U. S. Coast Guard regulations, ABS regulations and COMSC instructions which are not immediately corrected, shall be debriefed to the ship's Master. Copies of the Informal Safety Inspection results will be forwarded to the ship's Master, the applicable Program Manager and COMSC Safety Officer (*NOOS*). Program Managers will forward the Informal Safety Inspection results to the applicable contractor.

CHAPTER 10 - INSPECTIONS

**SECTION 2 - REGULATORY BODY INSPECTIONS OF SHIPS
(CONTRACT-OPERATED USNS ONLY)**

General	10-2-1
U. S. Coast Guard Certificate	10-2-2
ABS Classification and Load-line Inspection	10-2-3
Tonnage Certificate	10-2-4
Material and Equipment	10-2-5

10-2-1 GENERAL

a. This section applies only to contract-operated USNS ships. To the extent that any provisions of this section conflict with provisions of individual operating contracts, contract requirements will take precedence.

b. In the interest of safety of crews and ships, it is the COMSC policy for contract-operated USNS ships to adhere as closely as possible to the rules and regulations of the U. S. Coast Guard (*USCG*), American Bureau of Shipping (*ABS*), U. S. Public Health Service (*USPHS*) and other regulatory bodies governing operation of U. S. flag merchant shipping. Contract-operators and their authorized representatives shall request inspection service by the USCG, ABS, USPHS and others in accordance with this policy.

10-2-2 U. S. COAST GUARD CERTIFICATION

Certificates of Inspection are issued upon satisfactory completion of inspection requirements for USNS ships that are inspected by the USCG. To provide the flexibility that COMSC desires in order to meet emergent operational needs, contract-operators are required to request the USCG to inspect ships for recertification during each biennial overhaul and drydocking availability. The cognizant contract-operator will furnish to the applicable Program Manager one duplicate or one photostatic copy of each Certificate of Inspection issued by the USCG.

10-2-3 ABS CLASSIFICATION AND LOAD-LINE INSPECTION

USNS ships will be classified by ABS (*as much as this can be done*) and shall at all times possess valid ABS certificates for the service intended, including hull and machinery certificates. Such classification requires that the ships be inspected annually by ABS and, at the end of each 4-year period, undergo special survey as required by

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ABS. Contract-operators shall furnish the applicable Program Manager one copy of each new certificate and field reports issued by ABS on each ship. Contract-operated USNS ships shall at all times possess valid loadline certificates. These certificates are issued by ABS for 5-year periods. To remain valid, ABS must endorse the certificate annually during the 5-year period.

10-2-4 TONNAGE CERTIFICATES

The following certificates also shall be onboard and their validity maintained in accordance with applicable laws and regulations.

- a. U. S. Certificate of Admeasurement
- b. Panama Canal Tonnage Certificate
- c. Suez Canal Tonnage Certificate

10-2-5 MATERIAL AND EQUIPMENT

Material and equipment may be obtained from Government stocks or commercial sources as regulated by specific contract requirements. All material and equipment used or installed on contract-operated USNS ships must meet the requirements of the applicable regulatory organization, including USCG, ABS, FCC and the various technical bureaus of the Navy, such as NAVSEA, NAVAIR, etc. Material and equipment not in the above categories will not be acceptable to COMSC or the Program Manager except in emergencies when non-availability of an acceptable item will hinder the scheduled completion of a ship or jeopardize scheduled employment. Such necessary deviations from acceptable standards shall be recorded in the records of the ship and reported to the applicable Program Manager by the contract-operator. Non-standard material or equipment shall be kept under close observation so that possible abuse or rapid deterioration may be observed and remedied.

CHAPTER 10 - INSPECTIONS

SECTION 3 - MSC INSPECTIONS ASHORE

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10-3-1 GENERAL

This section applies only to the five Area Commands - COMSCPAC, COMSCLANT, COMSCFE, COMSCEUR, and COMSCCENT.

10-3-2 MSC COMMAND INSPECTION PROGRAM (*ASHORE*)

COMSCINST 5040.2C, *Subj: Command Inspection Program*, delineates the objectives and policies of the MSC Command Inspection Program and assigns responsibilities that are supportive of the Naval Command Inspection Program. In addition, procedures are prescribed for the preparation, conduct, reporting and follow-up of inspections conducted under the MSC Command Inspection Program. Guidance is also provided for scheduling and conducting special interest items required by various regulatory and government agencies. In accordance with the directive, the MSC Inspector General shall schedule and conduct triennial inspections on shore commands.

CHAPTER 11 - ENVIRONMENTAL PROTECTION

SECTION 1 - ENVIRONMENTAL PROTECTION PROGRAM

MSC Environmental Protection Program	11-1-1
Environmental Compliance Policy	11-1-2
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11-1-1 MSC ENVIRONMENTAL PROTECTION PROGRAM

a. *“The Navy is totally committed to protecting human health and the environment while executing its military mission.”* That statement of policy by the Chief of Naval Operations (CNO) has given rise to a new operational philosophy Navy wide.

b. MSC shares the Navy’s commitment to demonstrate environmental leadership. To accomplish this goal, COMSCINST 5090.1B describes in detail MSC’s Environmental Protection Program. That program integrates environmental awareness into all MSC operations and focuses upon:

- (1) Compliance;
- (2) Pollution prevention;
- (3) Response readiness; and
- (4) Conservation.

11-1-2 ENVIRONMENTAL COMPLIANCE POLICY

a. While Congress has exempted *“public vessels,”* such as those operated by MSC, from the application of many environmental statutes, the CNO has stated in a February 1993 memorandum that the Navy is fully committed to strict compliance with all applicable environmental requirements and the establishment of goals that *“go well beyond compliance with existing standards.”*

(1) Accordingly, all MSC commands and MSC vessels will strive to meet the letter and spirit of environmental laws and regulations including those of the port state and local governmental unit.

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(2) MSC personnel shall immediately report all violations of environmental protection requirements to the command responsible for such violation. If the identity of the responsible command is not known, the reporting individual should report the violation up his/her own chain of command until the responsible command is determined. If reprisal is of concern to the reporting individual, reports may be submitted to the Navy Hotline (800) 522-3451.

b. The Masters, owners and operators of vessels chartered to MSC shall comply with all applicable foreign, federal, state and local environmental protection laws, regulations and ordinances; including, but not limited to, pollution prevention, cleanup and reporting requirements.

(1) Both the owners and operators of vessels chartered to MSC shall provide evidence of financial responsibility, such as a surety bond or other form of insurance, sufficient to cover potential liabilities arising out of oil and/or hazardous substance spills; including, but not limited to, the costs of spill clean-up and environmental restoration.

(2) The adequacy of such coverage shall be determined by MSC's Contracting Officer.

11-1-3 WHAT IS AN "MSC VESSEL?"

For the purpose of this chapter, "*MSC vessels*" shall include vessels owned or bare boat chartered by MSC, as well as those operated by or under the operational control of MSC. (*See Section 2 for the definition of "operational control."*)

CHAPTER 11 - ENVIRONMENTAL PROTECTION

SECTION 2 - SPILL REPORTING

Spill Reporting Procedures	11-2-1
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11-2-1 SPILL REPORTING PROCEDURES

a. MSC vessels shall comply with the spill reporting requirements of COMSCINST 5090.1B and their Shipboard Oil and Hazardous Substances Spill Contingency Plan. COMSCINST 5090.5 for T-AO, T-AE and T-AFS and COMSCINST 5090.6 for all other MSC vessels

b. Privately-owned vessels chartered to MSC shall comply with all international and port state reporting requirements, as well as those described in their approved Shipboard Oil Pollution Emergency Plan or their approved Tank Vessel Response Plan.

c. All vessels under the operational control of MSC shall immediately report any Oil or Hazardous Substance (*OHS*) discharge from any source occurring in U. S. waters (*including Alaska, Hawaii, Guam, Puerto Rico and the U. S. Virgin Islands*) **as well as the territorial waters of Canada, Mexico and the Panama Canal** by voice communications to the Duty Officer, National Response Center (*NRC*) at **(800) 424-8802** or **(202) 267-2675**.

(1) An incident or casualty that raises the probability of a discharge or release will also be reported to the NRC. NRC notification fulfills federal notification requirements and ensures that the predesignated Federal On Scene Coordinator will be notified.

(2) Under international agreements, OHS spills that impact or may potentially impact a coastal state's shore line must be immediately reported to the nearest affected nation.

(3) Additionally, all OHS spills shall be reported immediately **by voice communications** to the applicable Navy On Scene Coordinator (*NOSC*), the nearest MSC representative and USCG Captain of the Port (*COTP*). A telephone log will be used for tracking purposes.

(4) The voice communication report will be followed **by a Navy message or commercial telex** spill report as formatted in paragraph 11-2-2 (*for oil spills*) or paragraph 11-2-3 (*for hazardous substance releases*).

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11-2-2 OIL SPILL REPORT FORMAT

a. Precedence. Oil spill reports will normally be by routine precedence provided prior telephone report has been made; if not, use priority precedence.

b. Classification of Special Handling Marking. Spill reports are unclassified and do not warrant special handling markings unless classified or sensitive unclassified information must be incorporated. Inclusion of such information should be avoided to the maximum extent possible to permit such reports to be handled on a solely unclassified basis.

c. Format. The body of the report will be in the following format:

1. **GMT & DATE OF RELEASE:** When occurred or discovered.
2. **ACTIVITY:** Ship's name, hull number and UIC; list name of responsible party (*if from commercial firm under contract to Navy, list names of firm and contracting activity*); for spills from unknown source, indicate whether spill is thought to have originated from Navy operations.
3. **SPILL LOCATION:** For spills at sea: list latitude, longitude and distance to nearest land; for spills in port: list port name and specific location (*pier or mooring designation, etc.*).
4. **AMOUNT SPILLED IN GALLONS:** Best estimate; if oil/water mixture, indicate percentage oil.
5. **TYPE OF OIL SPILLED:** Choose one:
 - Diesel Fuel Marine (*DFM*)
 - Jet fuels (*grades 1 and 2, kerosene*)
 - Residual burner fuel (*grades 4, 5 and 6*)
 - Lube/hydraulic oils
 - Oil/oil mixture (*including slop and waste oils*)
 - Oil/water mixture (*including bilge waste*)
 - Other (*specify*)
 - Unknown (*provide best estimate*)
6. **OPERATION UNDER WAY WHEN SPILL OCCURRED:** Choose one:
 - Fueling/defueling
 - Internal transfer of fuel (*includes transport of fuel from one storage area to another*)
 - Bilge dewatering (*including donut operations*)
 - Salvage
 - Other (*specify*)
 - Unknown

7. SPILL CAUSE: Provide narrative description of specific spill cause; indicate if one of the following was principal cause:

- Structural failure (*specify*);
- Hose failure or leak;
- Other type equipment failure (*specify*);
- Collision/grounding/sinking;
- Valve misalignment;
- Monitoring error; other procedural/communications error (*specify*)
- Other (*specify*)
- Unknown.

8. SLICK DESCRIPTION AND MOVEMENT:

- Size: length and width;
- Color: barely visible, silvery, faint color, bright color bands, dull or dark brown;
- Wind: direction, speed;
- Sea state;
- Slick movement: direction, speed.

9. AREAS DAMAGED OR THREATENED: Name of body of water affected; nature and extent of damage to property, wildlife or other resources (*if any*); areas or resources threatened.

10. TELEPHONIC REPORT TO NRC WAS/WAS NOT MADE.

11. SAMPLES WERE/WERE NOT TAKEN.

12. CONTAINMENT METHOD PLANNED/USED: Indicate type of equipment utilized; if none, state reason.

13. SPILL REMOVAL METHOD PLANNED/USED: Indicate type of equipment used; if none, state reason.

14. PARTIES PERFORMING SPILL REMOVAL: Indicate one or more of the following: Navy (*specify lead organization in charge*); commercial firm under contract to Navy; USCG; EPA; state or local agency; other (*specify*).

15. ASSISTANCE REQUIRED/ADDITIONAL COMMENTS.

16. ACTIVITY CONTACT FOR ADDITIONAL INFORMATION: Name, code, DSN and/or commercial.

11-2-3 HAZARDOUS SUBSTANCE RELEASE REPORT FORMAT

a. Precedence. HS release reports will normally be by routine precedence, provided prior telephone report has been made; if not, use priority precedence.

b. Classification or Special Handling Marking. Release reports are unclassified and do not warrant special handling markings unless classified or sensitive unclassified information must be incorporated into the report. Inclusion of such information should be avoided to the maximum extent possible to permit such reports to be handled on a solely unclassified basis.

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c. Format. The body of the report will be in the following format:

1. **GMT & DATE OF RELEASE:** When occurred or discovered.
2. **ACTIVITY:** Ship's name, hull number and UIC; list name of responsible party (*if from commercial firm under contract to Navy, list names of firm and contracting activity*); for releases from unknown sources, indicate whether release is thought to have originated from Navy operations.
3. **RELEASE LOCATION:** For releases at sea: list latitude, longitude and distance to nearest land; for releases in port: list port name and specific location (*pier or mooring designation, warehouse, etc.*).
4. **TYPE OF OPERATION AT SOURCE:** Plating shop, painting shop, HW facility, truck, ship, pipeline, ship rebuilding, entomology shop, etc. Be specific.
5. **TYPE OF CONTAINER FROM WHICH SUBSTANCE(S) ESCAPED:** 55-gal drums, 5-lb bags, tank truck, storage tank, can, etc. Estimate number of containers damaged or dangerously exposed.
6. **DESCRIPTION OF HS RELEASED:** Consider container labels and user directions, HM reference books, personal knowledge, expert's advice, etc. Be concise but complete. If substance(s) known: give chemical and/or product names, formula, synonym(s) (*if known*), physical and chemical characteristics and inherent hazards.

EXAMPLE: Label on container identifies substance released as acrylonitrile. Synonyms: cyansethylene, vintleyanide.

Characteristics and hazards: poisonous liquid and vapor, skin irritant, highly reactive and flammable. If substance(s) unknown: describe appearance, physical and chemical characteristics, and the actual and potential hazards observed.

EXAMPLE: Substance released is a colorless to light yellow unidentified liquid; highly irritating to eyes and nose; smells like peach pits. It is vaporizing quickly and posing an ignition problem.

7. **FIELD TESTING:** If none, so state; indicate findings and conclusions of substance(s) present, pH, etc., of any analyses.
 8. **ESTIMATED AMOUNT RELEASED:** Use convenient units of weight or volume (*kg, lb, gallons, liters, etc.*). For continuous release, estimate rate of release and amount left in container.
 9. **CAUSE OF RELEASE:** Describe the specific cause of release; account for any personnel error, equipment failure, accident or act of God directly contributing to the release.
- EXAMPLE: Railing supporting 55-gal drums on a flatbed truck gave way because it was not securely fastened, causing seven drums to fall and fracture.
10. **RELEASE SCENE DESCRIPTION:** Describe scene of release; include information about the physical characteristics; size and complexity of release; and the actual and potential danger or damage to the immediate area and the surrounding environment, including weather conditions if relevant.

EXAMPLE: Solvent released formed shallow pond covering area about 30 ft by 45 ft of bare soil. Solvent is slowly running off into floor drain leading to storm drain and is also infiltrating soil. Pond is emitting highly toxic and flammable vapors. Dark clouds threatening rain. Wind speed about 10 miles/hour, drifting vapors northbound to residential area. Vapors form layer about 30 ft above ground.

11. NOTIFICATIONS MADE AND ASSISTANCE REQUESTED: List all organizations informed of the release in and out of Navy jurisdiction; include Navy, federal, state and local authorities, NRC response teams, fire departments, hospitals, etc.; specify kind of assistance required from these organizations.

12. CONTROL AND CONTAINMENT ACTIONS TAKEN/PLANNED: If none, state why; specify method used to control and contain release; indicate parties carrying out response.

EXAMPLE: Gas barriers used to control and contain vapor emissions. Runoff contained by excavating ditch circumscribing affected area. In-house personnel and members of Portstown CA fire department carried out containment actions.

13. CLEAN-UP ACTIONS TAKEN/PLANNED: If none, state why; indicate whether cleanup is made by on-site or off-site treatment, the method used, the parties involved in cleanup/removal and the area eventual disposal site area.

EXAMPLE: No clean-up action taken. Toxic vapors present, potential danger to clean-up crew. Contaminated soil will be excavated and shipped by base personnel to Class I HW disposal site in Portstown CA, when conditions allow.

14. CONTACT FOR ADDITIONAL INFORMATION: Name, code, DSN and/or commercial number.

15. ADDITIONAL COMMENTS.

11-2-4 OPREP-3 AND UNIT SITREP REQUIREMENTS

All USNS and RRF ships must provide notification of oil and/or hazardous substance spills by means of an immediate voice report plus a minimum of two message reports as follows:

- a. The appropriate spill report as per paragraph 11-2-2 or 11-2-3 above; and
- b. Either an OPREP-3 Report or a UNIT SITREP (*see OPNAVINST 3100.6G*); in accordance with the following guidelines:

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(1) The OPREP-3 format is used for spills anywhere resulting from catastrophic events or subject to significant adverse public reaction or geopolitical implications. The message will use either the flagword OPREP-3 PINNACLE or OPREP-3 NAVY BLUE as follows;

(a) The flagword OPREP-3 PINNACLE is used for an occurrence of such impact that it requires the immediate attention of the National Command Authorities (NCA). Included are those occurrences that have actual or potential international repercussions, such as creation of tension or undesirable relations between the United States and other countries.

(b) The flagword OPREP-3 NAVY BLUE is used for discharges or spills of material or fluids that might be considered pollutants which endanger critical water areas, have potential to generate public concern, become the focus of enforcement action, or pose a threat to public health or welfare.

(2) A UNIT SITREP is used to report the status of situations/events not requiring OPREP-3 level reports.

CHAPTER 11 - ENVIRONMENTAL PROTECTION

SECTION 3 - SPILL PREVENTION MEASURES

Spill Prevention Measures11-3-1
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11-3-1 OIL SPILL PREVENTION MEASURES

a. At every opportunity, Masters shall instruct shipboard personnel in the prevention of and rapid response to oil spill incidents.

b. The following procedures shall be observed during all oil transfer operations:

(1) Spill kit materials shall be made readily available;

(2) Scuppers and overboard discharge ports shall be plugged;

(3) Valve and line hook-up shall be supervised and checked by a licensed officer prior to commencement of transfer;

(4) Tanks shall be sounded at frequent intervals;

(5) A vigilant watch shall be maintained for any sign of oil alongside the ship;

(6) Loading rates shall be reduced while “*topping-off*” and

(7) Adequate drip-pans shall be suitably placed to contain leakage.

(8) Appropriate entries are to be made in the Oil Record Book.

c. MSC vessels shall conspicuously label all sea suction and overboard discharge valves capable of discharging oil or an oily mixture into the sea.

(1) Except when required for operational use, or in the event of an emergency, these valves are to be kept fully closed and sealed so that they cannot be opened without breaking the seal.

(2) The seal used shall be of a type that is numbered or marked to distinguish it from other seals, cannot be resealed after it is broken and breaks easily without restricting valve operation when the valve is opened.

CHAPTER 11 - ENVIRONMENTAL PROTECTION

SECTION 4 - EMISSIONS AND OVERBOARD DISCHARGE

Emissions and Overboard Discharge	11-4-1
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11-4-1 EMISSIONS AND OVERBOARD DISCHARGE

a. Air Pollution

(1) State, regional and local areas are concerned with the need for prevention of air pollution. Local area air pollution laws will vary from one port to another, with the most severe stating absolutely no air pollution; however, the more common local in-port ordinances governing air pollution provide for:

(a) The prohibition of smoke emission that has a darker shade than Number 1 on the Ringelmann Smoke Chart for a period greater than 3 minutes in a consecutive 30-minute period or has an opacity greater than 20 percent, exclusive of water vapor; and,

(b) The prohibition of blowing boiler tubes that would result in excessive quantities of soot being deposited on the local harbor and shore area.

(2) Masters and Chief Engineers of MSC Force ships shall endeavor to prevent ship emitted air pollution, bearing in mind their ultimate responsibility for safety of ship's personnel and equipment. Agents or MSC representatives should be contacted to obtain briefings on local ordinances.

b. Noise Pollution. Though not a visible environmental pollutant, noise is irritating and excessive noise has a harmful physical effect on personnel. Local area noise pollution laws will vary from one port to another. Agents or MSC representatives should be contacted to obtain briefings on local ordinances.

c. Ozone Depleting Substances. In accordance with Navy policy, MSC is currently phasing out the use of Class I "Ozone Depleting Substances" (ODS) from its shipboard refrigeration and air conditioning systems. Where conversion to approved refrigerants will not be possible, the Department of Defense ODS Reserve will be used to ensure a continued supply for mission critical applications. Refer to COMSCINST 5090.3B for additional information.

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d. Overboard Discharge Restrictions. MSC ships will meet USCG regulations governing the overboard discharge of solid waste, graywater, sewage and oily waste. These regulations are summarized for your convenience in Table 11-1, but users should refer to specific USCG regulations for the most recent and accurate information on discharge restrictions.

TABLE 11 -1 SUMMARY OF POLLUTION CONTROL DISCHARGE RESTRICTIONS

Area	Sewage (1)	Graywater (1)	Oily Waste (2)
U.S. Internal Waters and Territorial Seas (0-3 nm)	No discharge of raw sewage (from CHT). Discharge of MSD-treated effluent allowed.	If capable of collecting and treating graywater through MSD, do so. Otherwise, discharge allowed. (3)	No sheen allowed. Discharge must be through OWS and OCM and contain less than 15 ppm of oil. (4)
U.S. Contiguous Zone (3-12 nm)	Discharge allowed.	Discharge allowed.	Same as 0-3 nm.
12-25 nm	Discharge allowed.	Discharge allowed.	Discharge must be through OWS and OCM and contain less than 15 ppm of oil. 100 ppm is acceptable on pre-1993 ships until 1998.
25-50 nm	Discharge allowed.	Discharge allowed.	Same as 12-25 nm.
> 50 nm	Discharge allowed.	Discharge allowed.	Discharge must be through OWS and OCM and contain less than 15 ppm of oil. 100 ppm is acceptable on pre-1993 ships until 1998. Discharge of cargo wastes allowed if ship is enroute and discharging less than 30 liters of oil per nm.
MARPOL “Special Areas” (5)	Not applicable.	Not applicable.	No discharge if practicable. If not practicable, discharge must be through OWS and OCM and be as far from shore as practicable.
Foreign Countries (0-12 nm)	Discharge of MSD-treated effluent allowed. See also Visit Clearance or LOGREQ. (3)	If capable of collecting and treating graywater through MSD, do so. Otherwise, discharge allowed. See also Visit Clearance or LOGREQ. (3)	Discharge must be through OWS and OCM and contain less than 15 ppm of oil. See also Visit Clearance or LOGREQ. (3)
Comments	Exemption allowed to ensure safety of ship or those onboard. (3)	State/local rules may vary. Check with port authorities.	State/local rules may vary. Check with port authorities. Exemption allowed to ensure safety of ship or those onboard. Ships must log discharges of oily wastes.

Notes:

- (1) Governing regulations include 33 CFR 159.
- (2) Governing regulations include MARPOL Annex I, 33 CFR 155.
- (3) Requirement imposed by COMSC policy.
- (4) If operating properly, OWS discharge will typically be less than 15 ppm.
- (5) The following MARPOL “Special Areas” are in effect as of printing of this document:
Mediterranean Sea, Baltic Sea, Black Sea, and Antarctic Ocean.

Abbreviations:

- MSD: Marine Sanitation Device (Type I or II)
- CHT: Collecting and Holding Tank (Type III MSD)
- OWS: Oil-Water Separator
- OCM: Oil Content Monitor

TABLE 11-1 SUMMARY OF POLLUTION CONTROL DISCHARGE RESTRICTIONS (Cont'd)

Area	Garbage (<i>plastics</i>) (1)	Garbage (<i>non-plastic</i>) (1)
U.S. Internal Waters and Territorial Seas (0-3 nm)	No discharge.	No discharge.
U.S. Contiguous Zone (3-12 nm)	No discharge.	No discharge of floating packaging materials. Discharge of ground paper, glass, metal and food wastes allowed.
12-25 nm	No discharge.	No discharge of floating packaging materials. Discharge of paper, glass, metal and food wastes allowed.
25-50 nm	No discharge.	Discharge of floating packaging materials, paper, glass, metal and food wastes allowed.
> 50 nm	No discharge.	Discharge of floating packaging materials, paper, glass, metal and food wastes allowed.
MARPOL " <i>Special Areas</i> " (2)	No discharge.	No discharge of floating packaging materials, paper, glass or metal. Discharge of food wastes allowed beyond 12 nm.
Foreign Countries (0-12 nm)	No discharge.	No discharge of floating packaging materials. Discharge of ground paper, glass, metal and food wastes allowed beyond 3 nm. See also Visit Clearance or LOGREQ. (3)
Comments	Exemptions allowed to ensure safety of ship or those onboard and for discharge of wastes resulting from damage to the ship. Waste management plans and trash discharge logs required. There are additional restrictions on shore disposal of foreign food wastes. Care should be taken to eliminate floating non-plastic garbage. Retain surplus material for shore disposal. (3)	

Notes:

- (1) Governing regulations include MARPOL Annex V and 33 CFR 151.
- (2) The following MARPOL "*Special Areas*" are in effect as of printing of this document: Baltic Sea, North Sea, and Antarctic Ocean.
- (3) Requirement imposed by COMSC policy.

APPENDIX A

ABBREVIATIONS AND ACRONYMS

Abbreviation/ Acronym	Meaning
ABD	Aboard
ABS	American Bureau of Shipping
A/C	Aircraft
ACCT	Account
ACK	Acknowledge to Originator
ACO	Administrative Contracting Officer
ACP	Allied Communications Publication
ACR	Allowance Change Request
ADAL	Authorized Dental Allowance List
ADCON	Administrative Control/Advise All Concerned
ADDEE	Addressee
ADMIN	Administration
ADP	Automated Data Processing
ADTAKE	Advise Action Taken
AEL	Allowance Equipage List
AER	Alteration Equivalent to Repair
AF	Air Force
AFB	Air Force Base
AFFIRM	Affirmative
AFFPO	Air Force Field Petroleum Office
AFPPO	Air Force Petroleum Supply Office
AG	Arabian Gulf
AIG	Address Indicator Group
ALCON	All Concerned
AMA	Authorized Medical Allowance
AMAL	Authorized Medical Allowance List
AMCONSUL	American Consulate
AMEMB	American Embassy
AMMO	Ammunition
AMVER	Automated Mutual-Assistance Vessel Rescue
ANS	Answer
AOR	Areas of Responsibility
APF	Afloat Prepositioning Force
APL	Allowance Parts List
APMC	Afloat Personnel Management Center
APO	Army Post Office
APPROX	Approximate
APSRON	Afloat Prepositioning Ship Squadron
ARR	Arrived/Arrive/Arrival
ASAP	As Soon as Possible
ASW	Anti-Submarine Warfare
AT	Annual Training
ATA	Actual Time of Arrival
ATD	Actual Time of Departure
ATP	Allied Tactical Publication

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Abbreviation/ Acronym	Meaning
ATR	Ammunition Transaction Report
ATTN	Attention
AUTHGRA	Authority Granted
AVGAS	Aviation Gasoline (<i>for aircraft reciprocating engines</i>)
AWR	Army War Reserve
BBC	Bareboat Charter
BBL	Barrel
BIC	Blount Island Command
BPH	Barrels Per Hour
BSC	Brief Stop, Cargo
BSF	Brief Stop, Fuel
BSP	Brief Stop, Personnel
BUMED	Bureau of Medicine
CAIMS	Conventional Ammunition Integrated Management System
CARIB	Caribbean
CART	Cargo Afloat Rig Team
CAS	Collision Avoidance System
CASCOR	Casualty Correction
CASREP	Casualty Report
CBRD	Chemical, Biological, Radiological Defense
CDRL	Contract Data Requirements List
CDRMTMC	Commander, Military Traffic Management Command
CF	Cubic Foot
CFR	Code of Federal Regulations
CG	Commanding General
CHB	Cargo Handling Battalion
CHG	Change
CHMAAG	Chief, Military Assistance Advisory Group
CHOP	Change of Operational Control
CINC	Commander in Chief
CINCCENT	Commander in Chief, Central Command
CINCLANTFLT	Commander in Chief, U.S. Atlantic Fleet
CINCPACFLT	Commander in Chief, U.S. Pacific Fleet
CINCUSNAVEUR	Commander in Chief, U.S. Naval Forces Europe
CIV	Civilian
CIVMAR	Civil Service Mariner
CLF	Combat Logistics Force
CMPI	Civilian Marine Personnel Instruction
CMS	Communications Security Material System
CNAVRES	Chief of Naval Reserve
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
CO	Commanding Officer
COG	Cognizance
COGARD	Coast Guard
COMFIFTHFLT	Commander, Fifth Fleet
COMICEDEFOR	Commander, Iceland Defense Force
COMM	Communications

Abbreviation/ Acronym	Meaning
COMMIDEASTFOR	Commander, Middle East Force
COMNAVBASE	Commander, U.S. Naval Base
COMNAVFORJAPAN	Commander, U.S. Naval Forces, Japan
COMNAVFORKOREA	Commander, U.S. Naval Forces, Korea
COMNAVMARIANAS	Commander, U.S. Naval Forces, Marianas
COMNAVMETOCOM	Commander, Naval Meteorology and Oceanography Command
COMNAVSURFLANT	Commander, Naval Surface Forces, U.S. Atlantic Fleet
COMNAVSURFPAC	Commander, Naval Surface Forces, U.S. Pacific Fleet
COMSC	Commander, Military Sealift Command
COMSCCENT	Commander, Military Sealift Command, Central
COMSCEUR	Commander, Military Sealift Command, Europe
COMSCFE	Commander, Military Sealift Command, Far East
COMSCLANT	Commander, Military Sealift Command, Atlantic
COMSCPAC	Commander, Military Sealift Command, Pacific
COMSECONDFLT	Commander, Second Fleet
COMSEVENTHFLT	Commander, Seventh Fleet
COMSIXTHFLT	Commander, Sixth Fleet
COMSPAWARSSYSCOM	Commander, Space and Warfare System Command
COMTHIRDFLT	Commander, Third Fleet
COMUSFORAZORES	Commander, U.S. Forces Azores
COMUSNAVCENT	Commander, U.S. Naval Forces, Central Command
CONREP	Conversion Representative/Connected Replenishment
CONSOL	Consolidation (<i>underway replenishment</i>)
CONUS	Continental United States
COR	Contracting Officer's Representative
COSAL	Coordinated Shipboard Allowance List
COSL	Commander, Oceanographic System, Atlantic
COSP	Commander, Oceanographic System, Pacific
COTP	Captain of the Port
COTS	Commercial Off the Shelf
CPA	Closest Point of Approach
CPPM	MSC Communications Policy and Procedures Manual
CTE	Commander Task Element
CTF	Commander Task Force
CTG	Commander Task Group
CTU	Commander Task Unit
CU	Cube
CVC	Consecutive Voyage Charter
CWOP	Cold Weather Operations Plan
CY	Calendar Year
CZ	Canal Zone (<i>Panama</i>)
DCA	Damage Control Assistant
DCAS	Director for Contract Administration Services
DCASD	Defense Contract Administration Service District
DCASO	Defense Contract Administration Service Office
DCASR	Defense Contract Administration Service Region
DCS	Defense Communication System
DDMS	Department of Defense Managers Space Shuttle Support
DEFCON	Defense Condition

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Abbreviation/ Acronym	Meaning
DEG	Degree
DEP	Departure
DEPT	Department
DER	Defense Energy Region
DESC	Defense Energy Support Center
DET	Detachment
DFA	Diesel Fuel (<i>Arctic</i>)
DFM	Diesel Fuel (<i>Marine</i>)
DFQA	Defense Fuel Quality Assurance
DFSP	Defense Fuel Supply Point
DHAMS	Department Head Administration Management System
DIRLAUTH	Direct Liaison Authorized
DIS	Defense Investigative Service
DISCH	Discharge
DISCO	Defense Industrial Security Clearance Office, Columbus, Ohio
DLA	Defense Logistics Agency
DLR	Depot Level Repairables
DOD	Department of Defense
DODN	Diversions Order Document Number
DON	Department of the Navy
DOP	Designated Overhaul Point
DRMO	Defense Reutilization and Marketing Office
DTG	Date Time Group
DTR	Defense Transportation Regulations
DTS	Defense Transportation System
EDA	Estimated Date of Arrival
EDD	Estimated Date of Departure
EDI	Electronic Data Interface
EFTO	Encrypted for transmission only
EMCON	Emission Control (<i>Electronic</i>)
ENCL	Enclosure
ENR	Enroute
EOB	Estimated on Berth
EOD	Explosive Ordnance Disposal
ETA	Estimated Time of Arrival
ETC	Estimated Time of Completion
ETD	Estimated Time of Departure
EUCOM	European Command
FAC	Facility
F/AD	Force/Activity Designator
FAR	Federal Acquisition Regulation
FAS	Fueling-At-Sea
FBM	Fleet Ballistic Missile
FCST	Forecast
FEA	Foreign Exchange Agreement
FF	Firefighting
FG	Foreign Government
F.I.	Free In (<i>Gov't Loads</i>)
FISC	Fleet and Industrial Supply Center

Abbreviation/ Acronym	Meaning
FLD	Field
FLO/FLO	Float On/Float Off
FLT	Fleet
FLTCINC	Fleet Commander in Chief (<i>or designated subordinate</i>)
FMS	Foreign Military Sales
F.O.	Free Out (<i>Gov't Discharges</i>)
FOL	Following
FORAC	For Action
FOS	Full Operational Status
FOUO	For Official Use Only
FPO	Fleet Post Office
FSC	Federal Supply Classification
FSO	Facility Security Officer
FSS	Fast Sealift Ship
FWD	Forward
FY	Fiscal Year
FYI	For Your Information
FYIG	For Your Information and Guidance
GAA	General Agency Agreement
GB	Government Bunkers
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
GMDSS	Global Maritime Distress and Safety System
GMT	Greenwich Mean Time (<i>Zulu</i>)
GOVT	Government (<i>collective title for all government activities</i>)
GQ	General Quarters
GSA	General Services Administration
GTMO	Guantanamo Bay, Cuba
GTS	Gas Turbine Ship
HE	High Explosives
HELO	Helicopter
HF	High Frequency
H/L	Heavy Lift
HQ	Headquarters
HYDRO	Hydrographic
IAW	In Accordance With
IBAF	Interim Brigade Afloat
ICP	Inventory Control Point
IFB	Invitation for Bid
IMO	International Maritime Organization
INCSEA	Incidents at Sea
INDEF	Indefinite
INFO	Information
INS	Immigration and Naturalization Service
INST	Instruction
INSURV	Inspection and Survey

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Abbreviation/ Acronym	Meaning
INT	Initial/Interrogatory
INTEL	Intelligence
INTERCO (ICS)	International Code of Signals
IOL	Initial Outfitting List
IRCS	International Radio Call Sign
ISIC	Immediate Superior in Command
ISSA	Inter-Service Support Agreement
JCS	Joint Chiefs of Staff
JMPA-A	Joint Military Postal Activity-Atlantic
JMPA-PAC	Joint Military Postal Activity-Pacific
JOPEX	Joint Operational Planning and Execution System
JP	Jet Aircraft Fuel
JPO	Joint Petroleum Office
JRTC	Joint Readiness Training Center
JUSMAG	Joint U.S. Military Advisory Group
KT	Knot
LAN	Local Area Network
LANT	Atlantic
LANTFLT	Atlantic Fleet
LASH	Lighter Aboard Ship
LCM	Landing Craft Medium
LF	Low Frequency
L.I.	Liner in (<i>operator loads</i>)
LMSR	Large, Medium Speed Roll-on/Roll-off (<i>ship</i>)
L.O.	Liner out (<i>operator discharges</i>)
LOGREQ	Logistics Requirement
LOI	Letter of Instruction
LO/LO	Lift-on/Lift-off
LOTS	Logistics-Over-The-Shore
LT	Long Ton
LTD	Limited/Lower'Tween Decks
LTR	Letter
M&S	Media and Status
M&R	Maintenance and Repair
MAAG	Military Assistance Advisory Group
MARAD	Maritime Administration
MC	Mission Commander
MCDS	Modular Cargo Delivery System
MCMC	Marine Corps Maintenance Contractor
MDL	Management Data List
MDR	Medical Department Representative
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MERCAST	Merchant Ship Broadcast
MEU	Marine Expeditionary Unit
MFDS	Modular Fuel Delivery System

Abbreviation/ Acronym	Meaning
MGO	Marine Gas Oil
MIB	Marine Index Bureau
MILDET	Military Detachment
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
ML-N	Management List_Navy
MMREPS	Mechanized Movement Reporting System
MOA	Memorandum of Agreement
MOAMA	Mobile Air Material Area
MOETLO	Meteorological Oceanographic Equipment Technical Liaison Officer
MOGAS	Automotive Gasoline
MOTSU	Military Ocean Terminal, Sunny Point, NC
MOU	Memorandum of Understanding
MOVREP	Movement Report
MPD	Movement Priority Designator
MPF	Maritime Prepositioned Force
MPS	Maritime Prepositioned Ship
MRC	Movement Report Center
MRCC	Movement Report Control Center
MRO	Movement
MS	Motor Ship
MSC	Military Sealift Command
MSC DET	Military Sealift Command Detachment
MSCHQ	MSC Headquarters
MSCMR	Military Sealift Command Movement Report
MSCO	Military Sealift Command Office
MSC REP	Military Sealift Command Representative
MSNAP	Merchant Ship Naval Augmentation Program
MSRP	Moving Ship Radiosonde Program
M/T or MT	Measurement Ton (40 cu ft)/Metric Ton (2204.6 lbs)
MTMC	Military Traffic Management Command
MTMCEA	Military Traffic Management Command Eastern Area
MTMCWA	Military Traffic Management Command Western Area
MV	Motor Vessel
NAF	Naval Air Facility
NAS	Naval Air Station
NAVCAMS	Naval Communication Area Master Station
NAVCAMU	Naval Communication Unit
NAVCHAPGRU	Naval Cargo Handling and Port Group
NAVCOMSTA	Naval Communication Station
NAVFACENCOM	Naval Facilities Engineering Command
NAVICP	Navy Inventory Control Point
NAVMEDCOM	Naval Medical Command
NAVMETOCCOM	Naval Meteorology and Oceanography Command
NAVOCEANO	Commanding Officer, Naval Oceanographic Office
NAVPETOFF	Naval Petroleum Office
NAVSEASYSOM	Naval Sea Systems Command
NAVSTA	Naval Station
NAVSUPACT	Naval Support Activity

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Abbreviation/ Acronym	Meaning
NAVSUPSYSCOM	Naval Supply Systems Command
NBG	Naval Beach Group
NCAPS	Naval Control and Protection of Shipping
NCB	National Codification Bureau
NCEA	Non-Combat Expenditure Allocation
NCER	Non-Combat Expenditure Requirements
NCIS	Naval Criminal Investigative Service
NCSLO	Naval Control of Shipping Liaison Office
NCSO	Naval Control of Shipping Office
NCSORG	Naval Control of Shipping Organization
NDAF	Navy, DLA and Air Force
NDRF	National Defense Reserve Fleet
NFAF	Naval Fleet Auxiliary Force
NFD	Naval Fuel Depot
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIS	Not in Stock
NIMA	Naval Imagery and Meteorology Agency
NLO	Naval Liaison Officer
NLT	No Later Than
NOC	Naval Ordnance Command
NORVA	Norfolk, Virginia
NOS	Not Otherwise Specified
NOSC	Navy On Scene Commander
NOTAL	Not (<i>addressed</i>) To All
NOTE	Notice
NPFC	Naval Publications and Forms Center
NRC	National Response Center
NSA	National Shipping Authority
NSC	Naval Supply Center
NSD	Naval Supply Depot
NSE	Naval Support Element
NSN	National Stock Number
NSRT	Near Surface Reference Temperature
NSTM	Naval Ships Technical Manual
NCIS	Naval Criminal Investigative Service
NTP	Naval Tactical Publication
NVD	Night Vision Device
NWP	Naval Warfare Publication
NWS	National Weather Service
NWSC	Naval Weapons Systems Center
O	Immediate (<i>Message Precedence</i>)
O/B	On Berth
OBA	Oxygen Breathing Apparatus
OCA	Operational Control Authority
OCCA	Outbound Cargo Control Authority
ODS	Ozone Depleting Substances
OIC	Officer in Charge
OPCON	Operational Control
OPDS	Offshore Petroleum Discharge System

Abbreviation/ Acronym	Meaning
OPLAN	Operation Plan
OPORD	Operation Order
OPP	Offload Preparation Party
OPSEC	Operation Security
OTC	Officer in Tactical Command
OTSR	Optimum Track Ship Routing
OVHL	Overhaul
P	PRIORITY (<i>Message Precedence</i>)
PACOM	Pacific Command
PASEP	Passed Separately
PAX	Passenger(s)
PCAN	Port Canaveral
PCO	Procurement Contracting Officer
PERGRA	Permission Granted
PET	Petroleum
PF	Prepositioning Force
PHONCON	Telephone Conversation
PIM	Position and Intended Movement
PM	Program Management/Manager
PO	Project Office/Officer
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oils and Lubricants
PORTSCOM	Port Secure Communications
PREPO	Prepositioning
QAI	Quality Assurance Inspection
QAR	Quality Assurance Representative
RAS	Restricted Availability Status/Replenishment-At-Sea
RAV	Repair Availability
RCS	Report Control Symbol
RDD	Required Delivery Date
RDVU	Rendezvous
REP	Representative
RFS	Ready For Sea
ROB	Remaining Onboard
RO/RO	Roll On/Roll Off
ROS	Reduced Operational Status
RQD	Required
RRF	Ready Reserve Force
RTV	Route Traffic Via
SAILORD	Sail Order
SALREPT	Salvage Report
SAMM	Shipboard Automated Maintenance Management
SAPO	Subarea Petroleum Office
SAR	Search and Rescue
SATCOM	Satellite Communications
SCA	Suez Canal Authority

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Abbreviation/ Acronym	Meaning
SCC	Shipping Control Coordinator
SHIPCLIP	Shipboard Configuration and Logistics Information Program
SITREP	Situation Report
SM	Supply Management
SMD	Sensor Movement Directives
SMIC	Special Material Identification Code
SMS	SURTASS Mission Supervisor/Special Mission Support
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOA	Speed of Advance
SOC	SURTASS Operations Center
SOCOM	Special Operations Command
SOLAS	Safety of Life at Sea
SOM	Standard Operating Manual
SOP	Senior Officer Present/Standard Operating Procedure
SOPA	Senior Officer Present Afloat
SORTS	Status of Resources and Training System
SPCC	Ships Parts Control Center
SPD	Speed
SPR	Strategic Petroleum Reserve
SPREP	Special Report
SRA	Shipping Risk Areas
SRP	Sealift Readiness Program
SS	Steam Ship
ST	Short Ton (2000 lbs)
STA	Station
STCW	Standards of Training, Certification and Watchkeeping
STS	Space Transportation System
SUBJ	Subject
SUPP	Supplement
SUPPU	Support Unit
SURF	Surface
SVC	Service(s)
TAC	Transportation Account Code
TACON	Tactical Control
T-AGOSU	T-AGOS Unit
TAL	Transoceanic Abort Landing
TBD	To Be Determined
TBN	To Be Nominated/Named
TC	Time Charter
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDY	Temporary Duty
TE	Task Element
TF	Task Force
TG	Task Group
TELCON	Telephone Conversation
TMIS	Technical Manual Identification Numbering System
TOD	Time of Delivery
TOR	Time of Receipt

Abbreviation/ Acronym	Meaning
TRANS	Transportation
TRANSALT	Transportation Alteration
TTY	Teletype
TU	Task Unit
TWX	Teletypewriter Exchange Service
TYCOM	Type Commander
U/D	Under Deck
UIC	Unit Identification Code
UMMIPS	Uniform Material Movement Issue Priority System
UNK	Unknown
UNODIR	Unless Otherwise Directed
UNREP	Underway Replenishment
UNSAT	Unsatisfactory
USAF	United States Air Force
USATTC	U. S. Army Transportation Terminal Command
USATTU	U. S. Army Transportation Terminal Unit
USC	U. S. Code
USCG	U.S. Coast Guard
USCINCTRANS	U. S. Commander in Chief, Transportation Command
USDAO	U. S. Defense Attache Office
USJFCOM	U. S. Joint Forces Command
USNLO	United States Naval Liaison Officer
USNS	United States Naval Ship
USPHS	U.S. Public Health Service
USTRANSCOM	U. S. Transportation Command
USWB	United States Weather Bureau
UTD	Upper'Tween Decks
VC	Voyage Charter
VEH	Vehicle
VERTREP	Vertical Replenishment (<i>by helicopter</i>)
VISA	Voluntary Intermodal Sealift - Agreement
VOY	Voyage
VTA	Voluntary Tanker Agreements
WEAX	Enroute Weather Forecast
WOG	Without Gravity
WTCA	Water Terminal Clearance Authority
WX	Weather
XBT	Expendable Bathythermograph
XMIT	Transmit
XMT	Exempt
Z	FLASH (<i>Message Precedence</i>)

APPENDIX B

TANKERS AND DRY CARGO SHIPS

APPENDIX B - TANKERS AND DRY CARGO SHIPS

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APPENDIX B - TANKERS AND DRY CARGO SHIPS

ADDITIONAL REFERENCES

1. The following directives are referenced in Appendix B. As appropriate, they should be read in conjunction with the appendix.

COMSCINST 3120.2D **Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)**

COMSCINST 9000.1C **Preparation, Maintenance and Distribution of Selected Record Plans and Booklets for MSC Ship (USNS)**

SECNAVINST 5510.30A **Department of the Navy Personnel Security Program**

2. The following Military Traffic Management Command (*MTMC*) documents are referenced in this appendix, as appropriate they should be read in conjunction with the appendix.

MTMC Regulations No. 55-69, *Subj: Terminal Operations*

MSC/MTMC Memorandum of Agreement dated 8 April 1983 (*as amended by COMSC WASHINGTON DC 152212Z JUN 83 which deleted item 20*)

3. As appropriate, MSC dry cargo ship charter parties and operating contracts should be read in conjunction with Appendix B.

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B-1-1-1 APPLICABILITY

a. The policies and direction contained in this appendix are applicable to all MSC tankers and dry cargo ships, tanker and dry cargo ship operators (*i.e.*, *USNS contract-operators, time charter-operators and RRF*), MSC activities and any other person or activity connected with the operation and administration of MSC tanker and dry cargo ships.

b. The contents of this appendix do not apply to MSC bulk carriers.

c. Nothing contained herein shall be construed as relieving the Master, any officer, crewmember or other person of his responsibility as designed by law, or the exercise of sound judgment.

B-1-1-2 ADMINISTRATIVE CONTROL

a. COMSC Responsibilities. As the Navy's Administrative Commander and Type Commander (*TYCOM*) for Sealift, COMSC retains overall responsibility for the readiness of all MSC ships including tankers and dry cargo ships. The purpose of administrative control (*ADCON*) is to develop and maintain fleet readiness -- in terms of personnel, training and material.

b. Contract-Operated USNS T-AKR/Fast Sealift Ships (FSS)/Large Medium Speed RO/RO (LMSR). ADCON of contract-operated, USNS T-AKR/FSS is delegated to COMSC. Under COMSC, COR/Surge Det NOLA exercises direct administrative control of the eight (8) T-AKR/FSS and eleven (11) Surge LMSR ships. ADCON of these ships is exercised in accordance with operating contract provisions, this SOM and other applicable COMSC directives.

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c. Time-Chartered Dry Cargo Ships

(1) COMSC exercises ADCON of time-chartered dry cargo ships in accordance with charter party provisions, this SOM and other applicable COMSC directives. MSC subordinate commands assist COMSC in fulfilling ADCON responsibilities.

(2) Maritime Prepositioning Ships (MPS). Several MPS ships are time-chartered by COMSC under long-term charter. Although COMSC retains ADCON of these ships, MSC subordinate commands including Sealift TYCOM Group Commanders/MSA Area Commanders and three MPS Squadron Commanders (*Commander, MPS Squadron ONE; Commander, MPS Squadron TWO and Commander, MPS Squadron THREE*) assist COMSC in carrying out ADCON responsibilities. Figure 1-3-1 depicts the MSC Administrative Command Organization including MPS Squadron Commands.

d. RRF Tankers and Dry Cargo Ships. ADCON of RRF tankers and dry cargo ships is exercised in accordance with the provisions of MARAD Ship Manager contracts. When RRF ships are activated in support of military requirements, ADCON passes to COMSC and MSC subordinate commands provide assistance in fulfilling ADCON responsibilities in accordance with Memorandum of Agreement with MARAD.

e. Contract-Operated and Time-Chartered Tankers. COMSC retains ADCON of all contract-operated tankers. ADCON is exercised in accordance with the provisions of individual operating contracts and COMSC directives, including this SOM. MSC subordinate commands assist COMSC in carrying out ADCON responsibilities; e.g., conducting inspections, surveys and briefings.

B-1-1-3 COMMUNICATIONS WITH COMSC, MSC AREA COMMANDERS AND MSC SQUADRON COMMANDERS

a. Communications requiring action by COMSC, MSC Squadrons (*i.e., MPS Squadrons*) or a specific FSS, LMSR, MPS ship or MSC contract operated tanker concerning contract administration, operations, maintenance, repair and alterations to hull, machinery and equipment shall be addressed to COMSC and/or the appropriate MSC Squadron Commander with an information copy to the appropriate Sealift Operational Task Group Commander, Sealift TYCOM Group Commander/MSA Area Commander and the ship.

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b. A Watch Officer is on duty at COMSC Headquarters outside of regular office hours and all day on Saturdays, Sundays and holidays and can be contacted by telephone at (202) 685-5155. The COMSC message address is “*COMSC WASHINGTON DC*”; the mailing address is Commander, Military Sealift Command, Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.

B-1-1-4 CONFLICTS WITH CONTRACTS AND GENERAL AGENCY AGREEMENTS

In the event of conflicts between specific articles of this appendix and the provisions of a charter party, operating contract or MARAD Ship Manager, the applicable provisions of those documents will take precedence.

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 1 - INTRODUCTION

**SECTION 2 - T-AKR/FAST SEALIFT SHIPS (FSS)/LARGE MEDIUM
SPEED RO/RO (LMSR)**

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B-1-2-1 GENERAL

a. This section provides procedures and guidelines for the administration of the FSS and LMSR Operation and Maintenance Contract and various layberth contracts.

b. This plan applies to all Military Sealift Command (*MSC*) personnel at HQ MSC, including the Sealift Program (*PM5*) and its Surge Project Office (*PM53*) and Surge Detachment field offices and the Area Commands.

B-1-2-2 BACKGROUND

a. In that the operation and maintenance requirement for the FSS and LMSR has been contracted out, the Contracting Officer becomes a necessary part of the line of authority. PM531P is the code for the Contracting Officer appointed to direct the administration of the FSS and LMSR operations and maintenance (*O&M*) contract. By law, only the Contracting Officer may make or modify a contract or direct any action by the Contractor which involves a potential obligation of funds not already covered by contract, or that changes any terms and conditions of the contract. Therefore, the Program must act through the Contracting Officer to obtain and manage a service contract. All written or oral communication with the Contractor must be conducted in accordance with the Federal Acquisition Regulations (*FAR*), Part 1.6 (*Career Development, Contracting Authority, and Responsibilities*).

b. In a contract environment, the Program Manager retains primary responsibility for the mission of the program. The Contracting Officer supports the Program Manager by enforcing the Contractor's compliance with the terms of the contract. Contract administration, therefore, relies on teamwork with significant interplay among the team members and responsiveness by the Contracting Officer to the requirements of the technical and operational team members.

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c. Efficient contract administration requires a well defined quality assurance surveillance plan for orderly and consistent monitoring of Contractor performance. Surveillance of a fixed-price contract is an objective process that monitors the end result of the Contractor's technical performance. Quality assurance functions are primarily performed by the Surge Detachment New Orleans (*Surge DET NOLA*), with assistance from other COMSC personnel as delineated in paragraph B-1-2-4k below.

d. Contract administration of this contract is performed at HQMSC. In order to meet the applicable statutory and regulatory requirements, protect the interest of the Government and treat the Contractor fairly and equitably, contract administration must have clearly defined division of responsibility and communication.

B-1-2-3 DUTIES

a. **Contracting Officer**: The only representative of the Government who is authorized to execute, administer, modify and enforce contracts or modifications to contracts. Code PM531P is designated as the Contracting Officer responsible for all contracting functions.

b. **Administrative Contracting Officer**: The Contracting Officer who has been delegated contract administrative functions on the contract. For purposes of the administration of the FSS and LMSR O&M contract, the Administrative Contracting Officer and the Contracting Officer are dual functions of PM531P and shall hereafter be referred to only as the Contracting Officer.

c. **Contracting Officer's Representative (COR)**: A person authorized by and responsible to the Contracting Officer as specified in a written delegation (*COMSCINST 4205.4, Subj: Contracting Officer's Representative (COR)*). For purposes of the administration of the FSS and LMSR O&M contract, the Director, Surge Detachment New Orleans (*Surge DET NOLA*) is designated as the COR.

d. **Operational Commander**: The Area Commander that has operational control and responsibility for a particular ship. Operational control (*OPCON*) includes the authority for routing, sailing and diversion of the ships under his control. The Operational Commander of a particular ship varies in accordance with the ship's specific geographic area of operation, as delineated in Chapter 2, Section 1.

e. **Surge Detachment New Orleans**: The Director, Surge DET NOLA is the MSC principle point of contact and the designated COR for the FSS and LMSR O&M contract and various layberth contracts.

f. **Program Manager:** The Sealift Program Manager (*PM5*) oversees the Fast Sealift and LMSR programs. As the Program Manager, *PM5* is responsible for the overall program, including, but not limited to, administration, configuration control, setting policy for the operation of the ships, ensuring that the mission of MSC is continually met both ashore and abroad and maintaining program oversight and control. The Program Manager has responsibility for day-to-day program management, including but not limited to, scheduling and coordinating Full Operating Status (*FOS*) and the responsibility for ensuring that actions affecting the contract are properly coordinated between the Contracting Officer, Surge Project field detachments, COMSC and other Area Commands, as required. The duties and responsibilities for COMSC, Area Commanders and Surge Detachment NOLA for OPCON are set forth in article B-1-2-4 below.

g. **Project Officer:** The immediate representative of the Sealift Program Manager (*PM5*) is the Surge Project Officer (*PM53*). The Surge Project Officer's duties include management of the FSS and LMSR Programs, including *PM53* personnel in Washington and at the Surge Detachments in New Orleans (*NOLA*), Norfolk VA (*NORVA*), Charleston SC (*CHAS*), Beaumont TX (*Beaumont*) and Concord CA (*Concord*).

B-1-2-4 RESPONSIBILITIES

a. **Contracting Officer's Representative (COR):** The Director, Surge DET NOLA is appointed as COR for the FSS and LMSR O&M contract in accordance with and in the performance of the duties outlined in the letter of appointment. The COR will act as the point of contact for in-house questions, coordination and quality assurance actions affecting the Contractor and the FSS and LMSR. The COR will have the overall responsibility for ensuring that the day-to-day interaction between the Contractor and the Government personnel is in accordance with the contract and with FAR, Part 1.6. In order to be fully aware of these duties, responsibilities and limitations, the COR will attend a formal Government sponsored course for CORs. A copy of the training certificate verifying completion of this course shall be retained by the Contracting Officer. In addition, the COR shall attend a formal Government sponsored course in quality assurance procedures. Additionally, it is recommended that designated Government personnel making on-site inspections complete at least one course in quality assurance. Copies of the quality assurance course completion certificates shall be retained by the Contracting Officer.

b. **Operational Commander:** The Operational Commander is the Area Commander designated by COMSC to be in control of the geographical area in which the particular ship is located. COMSCLANT has OPCON during Reduced Operational Status (*ROS*) when the FSS and LMSR are at CONUS layberth sites.

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c. **Modifications to the Contract**

(1) Any request to change the contract may come from the Government or the Contractor. If the Government desires a change to the contract, the Contracting Officer notifies the Contractor of the nature of the requested change, the specific change in the contract language and any other pertinent data necessary for the Contractor to understand the requirement. The Contractor responds with a Contract Change Proposal (CCP). The CCP contains the technical and cost data required to execute the change. The CCP is evaluated and the technical and/or cost proposal is negotiated and the modification executed by the Contracting Officer. The Contractor may submit an unsolicited CCP to the Contracting Officer whenever they feel a change is warranted. After evaluation of the unsolicited CCP by PM53, the Contracting Officer may negotiate and modify the contract if it is in the Government's best interest.

(2) All MSC and Contractor requests for modifications to the contract which involve changes to the work the Contractor is required to do, the performance standard the Contractor is required to meet, or any change which may require adjustment to the contract price, shall be forwarded to PM53 for review.

d. **Property Administration (Government Property)**

(1) COMSC N4 is designated Property Administrator under the contract and is required to monitor the contract requirements and Contractor's obligations with regard to Government property.

(2) The Property Administrator, is responsible for inspecting, auditing and monitoring the Contractor's property control system and for notifying the Contracting Officer of any deficiencies and corrective action required to ensure Contractor compliance with Government property clauses.

(3) Any required changes in Government furnished property will be approved by the Contracting Officer for incorporation into the contract by modification. The Contracting Officer shall forward copies of the contract modification to COMSC N4 to update (*add to*) the ship's inventory. COMSC N4 shall provide an updated copy of the ship's inventory to the Contracting Officer on an annual basis. The Contracting Officer shall maintain the inventory in the contract folder. Additional specific guidance for placing property aboard contract-operated ships is contained in COMSCINST 4340.2A, *Subj: Government Property Administration for Contractor-Operated and Chartered Ships.*

(4) The Contractor shall:

(a) Report annually to the Contracting Officer in the acquisition cost of all Government Furnished Property DD Form 1662, *DOD Property in the Custody of Contractors*, in accordance with FAR 45.508-3. The Contracting Officer will provide DD Form 1662 to COMSC N4.

(b) Perform physical inventories on an annual basis in accordance with FAR 45.508. Report results of inventories to the Contracting Officer in accordance with FAR 45.508-2. The Contracting Officer will provide copies of inventory results to COMSC N4 for review.

(c) Inventory Controlled Equipage annually for each ship in accordance with paragraph C-5.5.2.2 of the contract and submit a report of such inventory to the Contracting Officer. The Contracting Officer will provide a copy of the report to COMSC N4 for review.

e. **Cost Verification and Payment**

(1) Under the fixed price portion of the contract, the Contractor is paid after Government inspection and acceptance of the services. Invoices submitted under the contract line items for per diem will be paid in accordance with contract clauses in Section G of the contract. The fixed price portion of the contract is paid in accordance with each ship's operating tempo, calculated on a daily basis, during the billing cycle.

(2) Deductions from per diem payments for off-hire or unacceptable service will be made only after the payment office (*COMSC N86*) receives the Contracting Officer's determination as to off-hire time or amount of deduction. Contract deductions will be forwarded to the payment office for processing only after PM53 has had the opportunity to comment on the deduction proposed.

(3) Under the cost reimbursement portion of the contract, the Contractor is paid for specific direct expenses incurred in the performance of the contract. Payments under these line items are made in a timely manner in accordance with Section G of the contract.

(a) FAR, Part 31, *Contract Cost Principles and Procedures*, defines which costs are allowable. Basically, all costs that would normally be incurred by a prudent businessperson in performance of the required task are allowed. The costs should be of a type generally recognized as ordinary and necessary for the Contractor's performance of the contract. The following elements determine the allowability of costs under the reimbursable portion of the contract:

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- (1) Reasonableness
- (2) Allocability
- (3) Accepted accounting principles
- (4) Terms of the contract (*only specific direct costs are reimbursable*)
- (5) Limitations set forth in the FAR

(b) Invoices submitted by the Contractor for reimbursement under the cost reimbursement portion of the contract are reviewed against the criteria set forth in paragraph (3)(a) above, this paragraph and in accordance with the specific procedures identified at paragraph (2) below.

(1) PM53 will not certify any invoice for a subcontract under the cost reimbursement portion of the contract that exceeds \$25,000 unless evidence exists that:

(a) the Contractor received the required Contracting Officer consent for the placement of the subcontract and;

(b) the invoice does not exceed the agreed upon ceiling price.

(2) Specific certification and verification procedures for each reimbursable item are identified in the contract. These procedures should be strictly followed for each reimbursement under the contract. PM53 shall review invoices forwarded to them by the payment office (*COMSC N86*) to ensure that the Contractor has complied with the terms included in their contract, and that the work/item has been accomplished or received. Personnel identified as the cognizant office or code for verification purposes shall review invoices forwarded to them by the payment office (*COMSC N86*) to ensure that the item or service was both required and necessary. The cognizant officers shall conduct their review in a timely fashion in accordance with the requirements of the Prompt Payment Act.

(3) The Contractor will submit, for field office verification, a random sample (*as directed by MSC*) of maintenance & repair (*M&R*) invoices paid under the reimbursable portion of the contract. The statistical sampling of invoice numbers retained by PM53 will be forwarded to the Contractor who will pull all invoice back-up documentation and forward to the COR. During the next scheduled or “*no-notice*”

inspection, the field detachment will verify that each of the items purchased or work indicated in the submitted invoice has been received or completed. The COR will include, in the quarterly report, the results of their inspection of the work/items paid under the spot checked invoices.

(4) In accordance with the FAR, Part 42, COMSC N86, as cognizant auditor, is authorized to:

- (a) receive cost reimbursement invoice directly from Contractors
- (b) approve for payment those invoices found acceptable
- (c) suspend payment of questionable costs.

(5) In situations where COMSC N86 or the cognizant certifying authority questions the allowability of an invoiced cost under the reimbursable portion of the contract, COMSC N86 will first attempt to resolve the issue informally, with advice from the Contracting Officer, and other cognizant codes as necessary. If the issues cannot be resolved informally, the Contracting Officer will issue a notice of contract payment suspension and/or disapproval to the Contractor with a copy to the Disbursing Office and one copy to the cognizant certifying code and PM53. The Contracting Officer will maintain one copy of the document on file.

(6) If the Contractor disagrees with COMSC N86's determination to suspend payment of an invoice submitted under the cost reimbursable portion of the contract, the Contractor may either submit a written request for payment to the Contracting Officer and the Program Manager, or file a claim under the Disputes Clause of the contract, or both.

(7) In cases where COMSC N86 determines that invoices, both under the fixed price and under the cost reimbursable portions of the contract, have been improperly submitted (*e.g., errors in computations, failure to attach supporting documents*), COMSC N86 will notify the Contractor that the invoice was improperly submitted. In such cases the Contractor is required to resubmit a corrected invoice to COMSC N86 in order to receive payment of their invoice. Any invoice that cannot be paid in its entirety is returned by COMSC N86 to the Contractor stating the reason(s) for non-payment. Partial payment of an invoice is required if any amount is due the Contractor for any part of the invoice where the service or items are provided and billed in accordance with the contract.

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(8) In order to maintain an accurate record of all costs reimbursed under the contract and to provide for development of a cost history for the fixed price operation of the FSS and LMSR ships, the Contracting Officer will review all payments made to the Contractor on an annual basis.

(9) The Contracting Officer will administer the **LIMITATION OF FUNDS** clause of the contract. This will include establishing annual funding limits, issuing administrative modifications to increase or decrease the funds on the contract for reimbursable items, reporting these funding actions via DD 350s and monitoring the Contractor's accounting and reporting of expenditures.

f. **Subcontracts Under the Cost Reimbursement Portion of the Contract**

(1) In accordance with Clause I-1.2, FAR 52.244-2, *Subcontracts for Cost Reimbursable Contracts*, the Contractor is required to obtain Contracting Officer consent to the placement of any subcontract under the cost reimbursement portion of the contract that exceeds \$25,000 or such other threshold as established in the contract, or whenever the subcontract itself is a cost reimbursable type of contract. The Contracting Officer's consent to subcontract does not constitute approval of any invoiced costs as allowable or reasonable.

(2) Any changes resulting in potential increases or decreases to the monetary value of a subcontract under the cost reimbursable portion of the contract which initially required Contracting Officer approval as delineated by subparagraph (1) above, will also require Contracting Officer consent prior to execution of the change.

g. **Alterations**

(1) When alterations are initiated by the Contractor, they will be submitted in accordance with COMSCINST 4700.2F, *Subj: Administrative Procedures for the Alteration, Maintenance and Repair of MSC Ships*, to the COR and simultaneously forwarded to PM53 for review. The COR will forward recommendations to PM53 within 10 days after receipt of the alteration request. PM53 has 60 days to process the alteration and provide an approved or disapproved alteration to the Contracting Officer. If the proposed alteration is determined to be in the Government's best interest, PM53 will forward the requirement, including work items (*if applicable*), the independent detailed Government estimate, and funding data to the Contracting Officer. When alterations are initiated by MSC, PM53 will forward the requirement, work items (*if applicable*) with the independent detailed Government estimate and funding data to the Contracting Officer. The Contracting Officer will issue an unsigned Work Order to the Contractor to commence the alterations process. By Work Order, the Contracting Officer will task the Contractor to accomplish these alterations in accordance with the contract.

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(2) If a subcontract under the cost reimbursable portion of the contract is required as a result of a Work Order, Contracting Officer consent to the placement of the subcontract must be given in accordance with paragraph f above.

(3) Each signed Work Order will be funded up to the Not-to-Exceed amount. The funds availability verification will be coordinated by the Contracting Officer with PM53 and PM531D. Any increase to the Not-to-Exceed price must be issued by the Contracting Officer to the Contractor.

(4) The Contractor is to coordinate the entire work effort for each Work Order issued. The Contractor is required to acknowledge each authorized work order by signing and returning one copy documenting mutual agreement of the statement of work and deliverables, reporting requirements, ceiling cost and scheduled milestones for completion to the Contracting Officer. Upon completion of a Work Order, the Contractor will return a final copy of the work order, indicating completion date and final costs to PM53, the COR and the Contracting Officer. Additionally, upon completion of a TRANSALT, the Contractor shall provide information required on the bottom of MSC 4720/2 for each ship and return the completed form to PM53. The contractor shall also complete a configuration change report (*OPNAV 4790.CK*), which documents the new equipment configuration. This will facilitate maintaining accurate ship configuration records and provide the necessary cost and technical information required by MSC.

(5) The COR will be responsible for the inspection of all alterations to ensure completion of the project at the first quarterly or “no-notice” inspection after alteration completion. Alterations which are completed during an overhaul/drydock period will be inspected to ensure completion of the project at the time and place the MSC on-site representative conducts his final overhaul inspection.

h. Management of Industrial Assistance Availabilities

(1) The drydocking and overhaul cycle is in accordance with applicable U. S. Coast Guard (*USCG*) and American Bureau of Shipping (*ABS*) regulations. The drydocking schedule has been incorporated into the contract. PM53 will prepare updates to the schedule as changes occur which will be approved by PM53 and forwarded to the Contracting Officer, with a copy to Surge DET NOLA.

(2) The Contracting Officer will, in conjunction with PM53, prepare and issue a planning letter to the Contractor approximately 6 months prior to the approximate date the ship will be available for the work. The Contractor’s reply shall be received by the Contracting Officer within 14 days and include, among other things specifically requested in the planning letter, a plan of action and milestones (*POA&M*) and a work item index.

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(3) The contractor will inspect each vessel and prepare a work package, of which one copy shall be provided to the Contracting Officer and one copy to the COR. The Contracting Officer shall forward one copy to PM53 for technical review and one to PM532L for logistical support review. The Contracting Officer shall review solicitation and contractual terms and conditions. The Government may consult with the Contractor's port engineer as necessary to complete the review process. At least 14 calendar days shall be allowed for the Government to complete its review of the work package. Upon receipt of the Contracting Officer's final approval of the work package, the Contractor shall issue the package to appropriate shipyards and repair facilities.

(4) Where applicable the Contractor shall open all offers at the time, date, and place specified in the solicitation. The Contractor shall submit to the Contracting Officer a formal request for consent to subcontract placement, which shall include offer results and the Contractor's recommendation for award. The Government shall have at least 3 working days to review the request.

(5) The Contracting Officer will receive the Contractor's request for consent to subcontract placement for the availability under the cost reimbursable portion of the contract in accordance with paragraph f above. PM53 shall forward a technical recommendation regarding the placement of the subcontract to the Contracting Officer. This recommendation shall include all necessary funding for the completion of the work package, excluding "Category B" items (*Category B items are predetermined work items which are included in the contract award package at a specific pricing level, but which have not been determined necessary and which are not executed without specific release from PM53 and the Contracting Officer*). After receiving any necessary technical support, the Contracting Officer will consent/decline placement of the subcontract.

(6) During the availability, the work will be monitored by the MSC on-site representative. This MSC on-site representative will be provided by the COR/Surge DET NOLA and will be responsible for monitoring and Government inspection of the work. The MSC on-site representative will ensure that PM53 and the Contracting Officer are advised of the progress of the work, and any potential problems or anticipated delays. Notification shall be forwarded to PM53 and the Contracting Officer, as soon as possible but not later than 24 hours within discovery of the problems or potential delay. Throughout the overhaul period, the MSC representative will inspect the completed work and provide technical approval for work added or deleted under change order within the subcontract authority. The Contractor will submit contractually required reports during the availability which shall be reviewed by the cognizant MSC officer in accordance with paragraph l, *Contractor Reporting Requirements*, to follow.

(7) When Category B items become required, PM53 will forward a notice of execution to the Contracting Officer, inclusive of all funding required for the completion of the Category B item executed. The Contracting Officer will issue an authorization to the Contractor to commence repairs on that item.

(8) At the completion of any availability or overhaul, the MSC on-site representative will provide final inspection and acceptance of the work from the Contractor. Within 72 hours after final inspection and acceptance of the work, the MSC on-site representative will forward notification of completion of inspection and acceptance to the Contractor, COR and the Contracting Officer. The Contractor is responsible for negotiation of prices, inspection and acceptance of all work from the subcontractors. The Contractor shall also report ship configuration changes in accordance with C5.3.9 of the contract. The final invoice will be delivered to COMSC N86 (*which will forward invoices to PM53*) for review and certification.

i. **Emergency Repairs**

(1) Emergency repairs will be reported by the Contractor to PM53, the COR/Surge DET NOLA, the Contracting Officer and the cognizant Operational Commander as soon as possible. After receipt of notification the COR/Surge DET NOLA will obtain technical support from PM53. If Government Furnished Property (*GFP*), including repair parts from MSC stock, are required, PM53 will coordinate the actual delivery of, release of, or return of GFP with PM53 and the Contractor. If the repair requires the placement of a subcontract under the cost reimbursement portion of the contract, the Contracting Officer will provide the consent to the placement of and changes to the subcontract in accordance with paragraph f above.

(2) In instances where Government resources are required for emergency repairs or industrial assistance, the Contractor will notify the COR/Surge DET NOLA, along with the cognizant Area Commander, to request assistance. The COR will evaluate the request, obtain recommendations from PM53 and shall notify the Contractor if Government assistance will be provided. The COR will coordinate the Government's assistance. The Contractor is also responsible for reporting ship configuration changes as a result of emergency repairs, even if Government material is used.

j. **Key Personnel Approvals**. The COR will review requests for key personnel substitutions or replacements in accordance with the requirements of the contract. The COR is required to ensure that all key personnel have obtained a **SECRET** security clearance as required by the contract. The COR will retain a copy of all personnel's security clearance on file, and will forward one copy of the clearance to the Contracting Officer. The COR will issue key personnel approvals and shall forward one copy of the

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approval to the Contracting Officer. Additionally, the COR will forward to the Contracting Officer any information documenting improper performance of Key Personnel immediately after notification of the improper activity. PM53 will approve the Port Engineer(s).

k. **Quality Assurance**

(1) Under a fixed price contract, the Government pays a set price for services specified in the contract, and the Government requires that the minimum service level as specified by the contract is continually met.

(2) The Contractor is required to establish and maintain an internal Quality Control (*QC*) system to monitor his own operations. The Government monitors the Contractor's performance under its Quality Assurance (*QA*) program. The Government encourages the Contractor's development of alternate third party certified quality assurance procedures (*e.g., ISO 9000*). If the Contractor implements an approved alternate QA system, the Contracting Officer may rely more heavily on the Contractor's inspection and test records. The Government and the Contractor seek to establish a partnership which functions to solve problems in the long term rather than solving short term problems with Government remedy. However, the Government has several remedies available if the service received is less than service requirements of the contract.

(a) The most extreme remedy for inadequate service is Termination for Default. If the Contractor is not performing, the Contracting Officer may terminate the contract for default. This remedy requires detailed documentation which supports the legal standard for terminating a contract for default.

(b) The Government can require re-performance as a remedy for inadequate performance, in accordance with FAR clause, "*Inspection of Services.*" This remedy requires evidence to substantiate the claim of unsatisfactory performance by way of detailed documentation.

(c) If re-performance is not possible, the Contracting Officer can deduct the cost of the service not received, plus any applicable fee in accordance with Technical Exhibit 1 of the contract. Deductions to the contract price must be strictly quantified and all deductions must be supported in writing by factual surveillance data. The final decision on all deductions shall be made by the Contracting Officer, after a recommendation has been received from the Program Manager.

(3) The responsibility for QA under this contract is held by the Program Manager (*PM5*). The responsibility for implementation of QA is held by the COR/Surge DET NOLA, with assistance from PM53. (*See paragraph (7) below for QA under FOS.*)

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(4) The COR/Surge DET NOLA will perform QA surveillance on the material condition of the ships with assistance, if required, from PM53. QA surveillance conducted by the COR/Surge DET NOLA will include, but is not limited to, the sections of the Statement of Work and Performance Requirements Summary (*PRS*) that deal with engineering operations and ship maintenance. The COR/Surge DET NOLA will perform QA surveillance on the Contractor's property control system. QA surveillance conducted by the COR/Surge DET NOLA will include, but is not limited to, the sections of the Statement of Work and the PRS that deal with spares, property control and inventory.

(a) To monitor the Contractor's performance, the COR/Surge DET NOLA will develop quarterly and semi-annual inspection schedules. Inspection schedules (*excluding "no-notice" inspections*) will be in writing and a copy forwarded to the Contracting Officer. All inspection schedules should be marked "**For Official Use Only**" and shall not, at any time, be revealed to the Contractor or any of his employees.

(b) QA surveillance will be performed by random sampling or 100% inspections and all unacceptable work will be documented in accordance with the contract. Copies of each inspection will be forwarded to the Contractor and the Contracting Officer. All unacceptable work will be documented to let the Contractor know where they are deficient and will request a response from the Contractor by a specified date. The Contractor's response should, generally, include information with regard to how the Contractor intends to correct the situation. The inspection reports also provide in-house documentation of QA surveillance and Contract Administration action taken.

(1) The COR/Surge DET NOLA shall inspect crew manning on a quarterly basis. Quarterly reviews should include spot checking a random selection of crew manning log books for the previous period, at the discretion of the COR.

(2) Any discrepancies between manning requirements contained in the contract and crew logbooks should be reported to the COR/Surge DET NOLA and the Contracting Officer within 5 working days.

(c) The COR/Surge DET NOLA inspection team will leave a copy of the Inspection/Discrepancy report with the Contractor's representative and will forward the final inspection report to the Contracting Officer for action. Where circumstances require, the COR/Surge DET NOLA will notify COMSC by naval message or memorandum of deficiencies impacting current operations. The COR/Surge DET NOLA should notify the Contracting Officer via email.

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(5) The COR/Surge DET NOLA will verify/identify any events/reports/incidents, including user validated complaints, of unsatisfactory performance by the Contractor. Notice of verification should be forwarded to PM53 within 5 working days of the discovery/ validation of the unsatisfactory performance. A COR/Surge DET NOLA representative will also verify/identify the fuel and lube oil consumed during off-hire periods.

(6) The COR/Surge DET NOLA will review all inspection reports and recommendations and forward the reports along with any additional recommendations to the Contracting Officer. If a payment deduction or off-hire is required, the Contracting Officer will determine the amount of payment deduction or time off-hire and notify the Contractor and the Payment Office (*COMSC N86*). When necessary, a “*cure*” notice or “*Show Cause*” notice, which can only be issued by the Contracting Officer, may be provided to the Contractor in accordance with Section 49.402-3 of the FAR.

(7) Each MSC Area Commander who assumes OPCON is responsible for QA surveillance with assistance from Surge DET NOLA for each ship in Full Operating Status (*FOS*) and will provide recommendations regarding deductions and off-hire periods via Surge DET NOLA to PM53 who will take the appropriate action. The recommendations should include:

(a) Any delays in the movement of the ship which were caused by the Contractor which exceed 12 hours;

(b) The amount of time the ship was not in FOS;

(c) Identify any CASREPs of equipment that would affect the operation of the ship or the ship’s mission;

(d) Any other events/reports/incidents or unsatisfactory performance by the Contractor.

(8) The Payment Office (*COMSC N86*) will make payment and off-hire deductions according to the Contracting Officer’s determinations, and will forward verification to the Contracting Officer once the deduction has actually been made.

1. **Contractor Reporting Requirements.** TE-3 in the contract identifies specific reports required by the Contractor in performance of the contract. Each report is to be reviewed by the cognizant MSC representative, as delineated therein. Any Contractor discrepancy as to report content or timeliness should be tracked and reported to the Contracting Officer on a semi-annual basis.

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 2 - OPERATIONS

SECTION 1 - SCHEDULING AND OPERATIONAL CONTROL

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B-2-1-1 DRY CARGO SHIP OPERATIONAL CONTROL

Unless otherwise directed by COMSC or a FLTCINC, operational control (*OPCON*) of MSC tankers and dry cargo ships will be assigned to Sealift Operational Task Group Commanders (*see Article 2-1-4*). In the case of voyage-chartered ships, Sealift Operational Task Group Commanders have limited *OPCON* flexibility. For example, various factors might dictate the loading and discharging of a voyage-chartered dry cargo ship at a port or ports other than those designated by the charter, but negotiations with the contractor by COMSC may be required for changes to the charter party.

B-2-1-2 DRY CARGO SHIP SCHEDULING

Scheduling of MSC dry cargo ships is delegated to MSC Area Commanders to facilitate decentralized coordination with the various DOD Water Terminal Clearance Authorities (*WTCAs*) located throughout the world. *WTCAs* are DOD activities designated by the Military Traffic Management Command (*MTMC*) or an overseas theater commander (*CINC*) to control and monitor the flow of DOD cargo into the water terminals. Scheduling of MSC dry cargo ships is based on *WTCA* generated cargo lift requirements. In performing the dry cargo scheduling function, MSC Area Commanders shall be guided by the following.

- a. Continental U. S. (CONUS)--Overseas Voyage Schedules. COMSCLANT and COMSCPAC shall promulgate message voyage schedules for MSC dry cargo ships loading at CONUS ports within their respective areas for subsequent overseas destinations. Voyage schedules shall be transmitted as far in advance as possible but

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never less than 1 day prior to the ship departure date. Such schedules shall provide routing of the ships to the final overseas port of discharge. If a MSC Area Commander is also a Sealift Operational Task Group Commander, dry cargo ship schedules can be included in voyage sailing orders.

b. Schedule Addressees. Dry cargo ship schedules shall be addressed to the ship for action, information addressees will include COMSC, CNO, the cognizant shipper service headquarters (*Department of the Army; Commander, Naval Supply Systems Command; Headquarters, U. S. Marine Corps; Chief of Staff, U. S. Air Force*), the appropriate FLTCINCs, Numbered Fleet Commanders, Force Commanders, Sealift Operational Task Group Commanders, Naval Oceanographic Commands, Naval District Commandants, MSC Area Commands and other military commands and activities requiring advance information on the routing of MSC dry cargo ships. Additionally, MSCO Beaumont shall be made information addressee on all MSC dry cargo ship voyage schedules which include transit of the Panama Canal. USDAO Cairo shall be made an information addressee on all dry cargo ship schedules which include calls at an Egyptian port or involve Suez Canal transit; schedule messages shall indicate whether dry cargo ships are to load, discharge, bunker or repair or are scheduled for transit only.

c. Schedule Information. MSC dry cargo ship schedules shall provide for routing of ships with estimated arrival and departure dates at discharge and bunker ports. When appropriate, schedules for chartered, contract-operated and RRF ships shall include the name of the ship operator and names of agents at the scheduled ports.

d. Routing of Dry Cargo Ships Beyond the Last Scheduled Overseas Discharge Port. Unless a specific ship routing is directed by COMSC, onward schedules will be established by the overseas MSC Area Commanders consistent with intra and inter-area cargo requirements and effective ship utilization. Message voyage schedules will be promulgated in accordance with paragraphs a and b above.

e. Retention of Dry Cargo Ships for Temporary Overseas Employment. Depending upon cargo lift requirements, COMSC may designate certain MSC dry cargo ships for temporary employment in a specific overseas area. Routing and scheduling of ships within overseas areas shall be in accordance with instructions issued by the cognizant overseas MSC Area Commanders. COMSC and other interested Naval commanders shall be advised whenever an MSC dry cargo ship that is temporarily employed in an overseas area is scheduled to depart that area.

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f. Scheduling/Routing of Dry Cargo Ships to CONUS Ports. When COMSC indicates to COMSCLANT or COMSCPAC that the subsequent loading of a returning ship is authorized at any CONUS port in their area of responsibility (AOR), COMSCLANT or COMSCPAC may schedule/route the ship to any CONUS port in their AOR, dependent upon the next cargo loading assignment. MSC Area Commanders effecting changes in scheduling/routing of dry cargo ships to alternate CONUS ports shall keep COMSC and other concerned MSC Commands advised of schedules/routing instructions issued to such ships.

g. Schedule Date Changes. When practicable, Sealift Operational Task Group Commanders shall sail MSC dry cargo ships in accordance with MSC Area Commander schedules. Because of inclement weather, ship material deficiencies, delays in cargo operations, early completion of planned cargo operations and other factors beyond the control of MSC Area Commanders or Sealift Operational Task Group Commanders, actual arrivals and departures of dry cargo ships may vary from scheduled dates during the course of a voyage. Cognizant MSC Area Commanders, except in areas where procedures outlined in paragraph e above are authorized, shall promulgate schedule date changes, and reason(s) therefore, to interested commands whenever it is estimated that an MSC dry cargo ship will deviate from scheduled arrival or departure dates by 2 or more days.

B-2-1-3 DIVERSIONS, SCHEDULE MODIFICATIONS AND CHANGES IN CARGO ROUTING

a. When deemed operationally or economically advisable, Sealift Operational Task Group Commanders with OPCON of MSC dry cargo ships may recommend diversions or schedule modifications to the MSC Area Command that promulgated the ships schedule. Provided appropriate coordination is effected with involved commands and considering the guidance provided in this article, MSC Area Commanders may authorize diversions and initiate subsequent schedule modifications. Diversions and follow on schedule modifications which would adversely impact on higher authority directed scheduling will require COMSC approval.

b. The diversion of an MSC dry cargo ship or change in cargo routing is sometimes required to meet changes in logistic requirements, port conditions or to improve ship utilization. Prior to effecting diversions or changes, it is essential that arrangements be thoroughly coordinated with shipper service representatives, and with the carrier in the case of berth term or Container Agreement/Shipping Agreement ships, and that responsibility for expenses incident thereto be clearly established. Normally, expenses incident to diversion of a ship or change in cargo routing will be for the account of the party for whose convenience, or primary interest, such action is instituted. When the diversion of a ship or change in cargo routing is required, MSC Area Commanders will be guided by the following procedures:

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(1) All arrangements therefore and determination of responsibility for expenses incident thereto, will be coordinated by the cognizant MSC Area Commander.

(2) Requests for a ship diversion or change in cargo routings and acceptance of responsibility for the attendant expenses must be confirmed in writing.

(3) COMSC approval will be obtained prior to diverting voyage-chartered ships or authorizing a change in cargo routing involving such ships. Prior approval of COMSC will also be obtained with respect to berth term, Container Agreement or Shipping Agreement ships if any additional expense to the government is involved.

(4) COMSC will be included as an information addressee on all messages pertaining to MSC dry cargo ship diversions, schedule modifications and changes in cargo routing.

B-2-1-4 TANKER SCHEDULING

a. COMSC retains administrative and tanker scheduling functions including contract administration and the daily interface with the Defense Energy Support Center (*DESC*) relative to the utilization, planning and scheduling of MSC tankers.

b. Prior to scheduling a particular tanker for a specific cargo lift or UNREP (*CONSOL*) and approximately 30-45 days prior to target lift or UNREP dates, COMSC and DESC review projected worldwide POL lift requirements. This review allows for the identification of uncovered cargoes or those requiring a single voyage (*spot*) charter. When all known POL lift requirements have been evaluated, COMSC makes tanker scheduling assignments and then promulgates these assignments to the appropriate Sealift Operational Task Group Commander(s). Schedule assignments will identify the tanker by name, keyed to the cargo number and identify the tanker's next load port(s), cargo to be lifted and the discharge port(s). Normally, speed will not be indicated since all MSC tankers shall operate at contract speed unless otherwise directed by COMSC. As new cargoes or assignment changes to cargoes develop, tanker schedule changes are required and COMSC will promulgate changes to the cognizant Sealift Operational Task Group Commander(s).

B-2-1-5 TANKER VOYAGE SAILING ORDERS

a. As OPCON authorities, Sealift Operational Task Group Commanders distribute tanker voyage sailing orders and changes thereto based on COMSC tanker schedule assignments. Information copies of voyage sailing orders, including all changes, shall be provided to all activities concerned with the upcoming cargo lift, including the ship's operating company and COMSC.

b. Should any emergency situation arise where voyage sailing orders require an immediate change due to scheduling considerations, COMSC will notify the cognizant Sealift Operational Task Group Commander by the quickest means possible. The Sealift Operational Task Group Commander shall then issue an immediate change to the tanker's voyage sailing orders (*see Article 2-2-1*).

B-2-1-6 TANKER VOYAGE UNREP (*CONSOL*) ORDERS

a. When circumstances permit, UNREP requirements are generated through the unified Commanders in Chief (*CINCs*) and are passed to DESC and COMSC for evaluation and tanker assignment. After DESC and COMSC evaluate UNREP (*CONSOL*) requirements and a particular tanker is scheduled, COMSC promulgates the schedule identifying the tanker by name, load port, cargo volume(s) and the UNREP (*CONSOL*) assignment. The cognizant Sealift Operational Task Group Commander then forwards voyage UNREP (*CONSOL*) orders and UNREP (*CONSOL*) instructions. Sealift Operational Task Group Commanders will monitor UNREP (*CONSOL*) progress until completion and release of the MSC tanker.

b. After the UNREP (*CONSOL*) schedule assignment, follow-on scheduling is developed by COMSC with a particular cargo, load port and lift-window in mind. Potential UNREP (*CONSOL*) delays or problems with regard to subsequent tanker commitments shall be addressed by the cognizant Sealift Operational Task Group Commander and direct liaison will be conducted with appropriate Task Force or Numbered Fleet Commanders keeping COMSC advised.

B-2-1-7 TRANSIT INSTRUCTIONS

a. Standard instructions have been developed by COMSC for MSC tankers transiting the Malacca Straits, Hormuz and Bab El Mandeb, and for tankers operating in and around the Persian Gulf and north of 12 degrees North in the Arabian Sea. These instructions shall be released, as applicable, COMSCCENT or Commander Task Group 63.8 (*CTG 63.8*)/COMSCEUR or Commander Task Group 73.7 (*CTG 73.7*)/COMSCFE. *CTG 73.7* shall release instructions relative to Hormuz and operations south of Hormuz and the Gulf of Oman. COMSCCENT shall release instructions relative to Persian Gulf and Arabian Sea operations and conduct coordination with tankers.

b. Loadings and *CONSOLs* in the Persian Gulf and vicinity require close coordination between the Sealift Operational Task Group Commander, the tanker, COMUSNAVCENT, DESC MIDEAST, DEQAR Bahrain and others. Specific security and operational instructions are essential to the safe operation of tanker(s) in the execution of the mission.

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B-2-1-8 TANKER DIVERSIONS

Under special circumstances, Sealift Operational Task Group Commanders may divert MSC tankers, i.e., vary from a COMSC promulgated tanker schedule assignment. Exercise of such authority requires the diverting command to ensure that COMSC, the operator, other appropriate MSC activities and other cargo interests are information addressees on diversion orders. Sealift Operational Task Group Commanders shall not divert or change discharge ports of any voyage-chartered tanker without COMSC concurrence and shall request authorization for all MSC tanker diversions other than those authorized below:

a. CTG 73.7/COMSCFE is authorized, when deemed necessary, to divert MSC tankers to any port in either Japan, Korea or Okinawa, provided the ship to be diverted is under orders to proceed to a port in Japan, Korea or Okinawa for discharge of cargo.

b. CTG 31.11/COMSCPAC is authorized, when deemed necessary, to divert MSC tankers as follows:

(1) To any port in Alaska, provided the ship to be diverted is under orders to proceed to a port in Alaska for discharge of cargo.

(2) To within the San Francisco Bay/Stockton port complex, provided the ship to be diverted is under orders to proceed to a port within the port complex.

(3) To any port in Oahu, Hawaiian Islands, provided the ship to be diverted is under orders to proceed to a port in Oahu for loading and/or discharge.

c. COMSCEUR is authorized, when deemed necessary, to divert MSC tankers to an appropriate load port in the Bahrain/Ras Tanura/Kuwait area to facilitate loading provided the ship is scheduled to load in the Persian or Arabian Gulf area.

d. CTF 25/COMSCLANT is authorized, when deemed necessary, to divert MSC tankers to any port in the Canal Zone, provided the ship to be diverted is under orders to proceed to a port in the Canal Zone for discharge of cargo.

B-2-1-9 CARGO DIVERSIONS

Diverting cargo programmed for shore discharge to at-sea discharge and transfer of cargo to bunkers requires COMSC and DESC concurrence.

APPENDIX B - TANKERS and DRY CARGO

PART 2 - OPERATIONS

SECTION 2 - CARGO OPERATIONS

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B-2-2-1 POLICY

The proper stowage, carriage and discharge of cargo are key elements of the MSC tanker and dry cargo ship mission. All persons involved in MSC tanker and dry cargo ship operations shall adhere to policies and procedures contained in this section and MSC representatives shall communicate and coordinate ship and cargo requirements with the military terminal operator, or the shipper service responsible for providing stevedoring and other terminal services. However, the ultimate responsibility for ensuring proper cargo stowage, carriage and discharge lies with the ship's Master.

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B-2-2-2 GUIDELINES FOR CONDUCTING DRY CARGO OPERATIONS

This article is a partial extract from COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*. It is intended that policies and procedures contained herein be used as a guide by both Masters of all MSC dry cargo ships and MSC representatives. This guide shall not be construed as relieving the Master, any officer, crewmember or other person involved in cargo operations of their responsibility as defined by law, or the exercise of sound judgment.

a. Cargo Procedures. Under the Master, the Chief Officer shall be responsible for the receipt, stowage and discharge of cargo. He shall prepare and maintain adequate written orders concerning cargo handling operations for the guidance of deck officers; ensure that deck officers (1) have a working knowledge of and understand the principles of reserve buoyancy, including damage to the ship, (2) are familiar with routine precautions as to ballasting, limiting draft and limiting deck load and (3) note changes in the stowage plan on the ship's copy concurrent with those made on the copy of the loading activity.

(1) The Chief Officer shall have the ship ready to load or discharge cargo at the time and place specified by the Master. Ready to load or discharge means that the ship is physically able to receive or discharge cargo in or from the appropriate spaces **prior to arrival at the loading or discharge port**.

(2) The Chief Officer shall ensure that cargo handling personnel are thoroughly familiar with U. S. Coast Guard Regulations, Safety and Health Regulations for Longshoring (*prescribed by the U. S. Department of Labor*) and COMSCINST 8023.4, *Subj: Safety Regulations Governing the Handling and Transportation of Ammunition and Other Hazardous Cargoes; Procedures for Obtaining Waiver of Exemption from Relevant Navigation and Vessel Inspection Laws and Regulations*. Noncompliance by stevedores with any these regulations shall be reported immediately to the MSC local representative.

(3) The Chief Officer shall ensure that adequate operating instructions and safety precautions are posted at all deck machinery.

(4) The Chief Officer shall ensure that sufficient copies of the necessary documents (*manifests, cargo plans, hatch lists and receipts*) are obtained for ship's use and for representatives at the port of discharge. The Master and the MSCREP will ensure that a pre-stow conference with the loading activity is held prior to the commencement of

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cargo operations. The purpose of the conference is to ensure that all parties are in agreement with the proposed stowage plan and that the proposed stowage plan meets with the Master's requirements for stowage, lashing, trim and stability and cargo loading sequence.

b. Loading Plan. The Chief Officer shall maintain adequate coordination with MSC representatives and the loading activity regarding the loading plan. He shall carefully study loading plans submitted for approval and, with the Master's approval, shall modify any part of such plans that may adversely affect the seaworthiness of the ship.

(1) The Chief Officer shall suggest more efficient methods, if planned operations will unduly delay the ship. He shall also point out to loading terminal supervisors any improper methods of cargo stowage and handling, such as improper use of dunnage or shoring lashing gear and stowage which would adversely affect the safety of the cargo or ship or result in unacceptable ship trim or list. He shall enforce all applicable regulations and instructions issued by higher authority.

(2) The Chief Officer has the authority to suspend loading and discharging operations at any time when he observes unsafe cargo handling or stowage practices. The Master will inform local MSC representatives of such suspension and request that these practices be corrected. The Chief Officer shall ensure proper use of ship's cargo handling gear including cranes, booms and RO/RO ramps to minimize damage and avoid costly breakdown.

(3) The Chief Officer shall ensure that cargo loads do not block vital areas within the ship such as access openings or firefighting equipment or unduly hinder freedom of movement at sea. He shall ensure that the terminal activity provides catwalks and safety railings as necessary.

(4) The Master shall accept and receipt for cargo when it is completely and satisfactorily stowed and secured by the terminal activity. No cargo which is offered for transportation will be accepted by the Master unless it is properly authorized by the sponsoring shipper service and cleared by the appropriate MSC Area Commander. The issuance and delivery to the ship of cargo documents by the loading terminal are considered adequate evidence of shipper service authorization. The Master shall be responsible for safeguarding cargo against pilferage or damage until it is accepted free onboard at destination. He shall ensure that he possesses all required cargo documents, legible and in proper form, prior to sailing.

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c. Master Cargo Stowage Plan. The First Officer shall maintain a master cargo stowage plan for his ship. Master cargo stowage plans will be posted daily during loading or discharging periods and will be maintained up-to-date in sufficient detail to enable ship's officers or relief officers to furnish specific information as to the cargo in each hatch and deck at any time. The master cargo stowage plan will be passed to each duty mate, so that, in the event of emergency, he can provide information required for firefighting or damage control.

B-2-2-3 HANDLING AND TRANSPORTATION OF AMMUNITION AND OTHER HAZARDOUS CARGO

COMSC policy and direction pertaining to the handling and transportation of ammunition and other hazardous cargo is contained in COMSCINST 8023.4, *Subj: Safety Regulations Governing the Handling and Transportation of Ammunition and Other Hazardous Cargoes; Procedures for Obtaining Waiver of Exemption From Relevant Navigation and Vessel Laws and Regulations*. The instruction emphasizes and supplements the provisions of applicable Federal and various Service regulations; topics addressed include but are not limited to the following:

- a. MSC Command authority and responsibility
- b. Master's authority and responsibility
- c. Safety inspector's authority and responsibility
- d. Loading terminal activity authority and responsibility
- e. Shipper's authority and responsibility
- f. Application for waivers
- g. Inspection and reporting requirements
- h. Procedures for transportation of hazardous cargoes (*vehicles, jerry cans, aircraft and ammunition*)
- i. Waiver/exemption procedures

B-2-2-4 CLEANING CARGO SPACES

a. Applicability. This article pertains to the cleaning of cargo spaces in MSC dry cargo ships and Navy commissioned ships (*USS*) under temporary OPCON of a Sealift Operational Task Group Commander or Sealift TYCOM Group Commander. It applies to ships under voyage-charter only when contract provisions make cleaning the responsibility of the U. S. Government. It does not pertain to MSC tankers, Naval Fleet Auxiliary Force ships, Special Mission Support Force ships or to shipping employed by MSC under berth term service, shipping contract or MSC Shipping/Containers Agreements.

b. Definition. For the purpose of this instruction, cleaning is defined as broom sweeping holds and removing refuse from the ship except when, due to the nature or type of cargo carried, or to be carried, more thorough cleaning of cargo spaces is required.

c. Responsibility. The shipper service responsible for providing stevedoring at ports of discharge is responsible for cleaning cargo spaces (*from which cargo has been removed*) to the satisfaction of the local MSC activity and the ship's Master. For MTMC serviced ports, MTMC is responsible for cleaning as stated in enclosure (1) of the MSC/MTMC Memorandum of Agreement dated 8 April 1983. Cleaning shall be accomplished concurrently with, or immediately upon completion of discharge. Sealift Operational Task Group Commanders/MSC Area Commanders will be responsible for the coordination necessary to implement the policy and procedures set forth herein.

d. Dispatch of Unclean Ships. While the cleaning of cargo spaces of applicable ships is normally effected at discharging ports, circumstances sometimes require that a ship sail without cleaning. In such cases, the following procedures will govern:

(1) The Sealift Operational Task Group Commander/MSC Area Commander cognizant at the discharge port will advise the Master or Commanding Officer that the ship will not be cleaned prior to departure and the reasons therefore. This information also will be provided by message to the Sealift Operational Task Group Commander/MSC Area Commander having cognizance of the port to which the ship is being dispatched, with copy to COMSC. The message shall include the name of the activity responsible for the cleaning, name of the ship and operator and shall specify which cargo spaces require cleaning. If the responsible activity cannot be identified, the message will so indicate, and, in addition to the foregoing information, will include a breakdown by sponsoring shipper service of the total tonnage discharged from cargo spaces which are not cleaned prior to ship's departure.

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(2) Upon notification that a ship has departed in an unclean condition, the cognizant Sealift Operational Task Group Commander/MSC Area Commander will determine when cleaning is to be accomplished including if by ship's complement enroute. Should the latter decision be found operationally necessary or economically expedient, the cognizant Sealift Operational Task Group Commander/MSC Area Commander will request the ship's operator or agent to advise the Master by message to accomplish cleaning, weather permitting, with the ship's crew. The expense of such cleaning will be for MSC account for subsequent direct billing to the military activity responsible for the cleaning (*see paragraph f*).

(3) Upon arrival of an unclean ship, the cognizant Sealift Operational Task Group Commander/MSC Area Commander at a port serviced by a military terminal activity, will inspect the ship, advise the military terminal activity of its condition and request that the ship be cleaned and readied for immediate employment. Cleaning may be deferred until such time as the ship is placed on berth for loading if no immediate employment exists and such deferment is feasible economically. Should circumstances preclude the cleaning of cargo spaces by the military terminal activity, the Sealift Operational Task Group Commander/MSC Area Commander will arrange with the agent or Master of the ship for cleaning. The expense of such cleaning will be for MSC account for subsequent direct billing to the military terminal activity/shipper service responsible for the cleaning costs.

(4) When the nature of the cargo to be loaded does not require cleaning as defined in paragraph b above, the Sealift Operational Task Group Commander/MSC Area Commander may waive the requirement or specify to what extent cleaning should be accomplished.

(5) When a voyage-chartered ship's contract stipulates cleaning is for U. S. Government account, but due to circumstances the ship cannot be cleaned at the final discharge port, the cognizant Sealift Operational Task Group Commander/MSC Area Commander will advise COMSC by message so that cleaning/billing arrangements can be negotiated with the owner. Billing will be directed to the responsible shipper service as appropriate.

e. MSC Responsibility. Sealift Operational Task Group Commanders/MSC Area Commanders will be guided by the policy set forth in paragraphs c and d, and will be responsible for the coordination necessary to implement the procedures contained herein.

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f. MSC Accounting Instructions. When cleaning costs are incurred by Sealift Operational Task Group Commanders/MSC Area Commanders or COMSC, COMSC will obtain reimbursement from the military terminal activity responsible for the cleaning, such costs will be prorated to the shipper services sponsoring the discharged cargo.

g. Reports. The reporting requirement prescribed in this article is assigned Reports Control Symbol MSC 4700-5 and will be submitted during periods of MINIMIZE.

B-2-2-5 DRY CARGO LOSS AND DAMAGE PREVENTION

a. General. To assist in determining the causes of cargo loss and damage when they occur, and in finding the responsible parties involved, it is necessary to document particulars if damage occurs while cargo is being loaded, discharged or while in the actual custody of MSC.

b. Responsibility. The responsibility of MSC for dry cargo normally begins when it is stowed onboard and accepted by the Master, and ends when the cargo is accepted free onboard at destination. When cargo is loaded or discharged at more than one port, MSC is responsible during the intervening loading or discharging operations for protection of cargo onboard which is scheduled for discharge at a subsequent port.

c. Procedures. The following action will be taken by MSC representatives at the port level and by Masters and deck officers of all MSC dry cargo ships, in order to reduce damage and pilferage of cargo.

(1) Ensure that pre-stowage plans will afford the maximum protection against pilferage and damage consistent with utilization of space and operational requirements, and that these plans are closely adhered to during loading.

(2) Ensure that proper supervision is provided by the local MSC activity, the terminal activity and the ship's Master to protect cargo during loading or discharging operations. Judicious use of overtime by MSC shore activities and MSC dry cargo ships in accordance with terms and conditions of appropriate contracts, to ensure safety of cargo in MSC possession is authorized and encouraged. Terminal operators should be requested, in writing, to provide guards for cargo being loaded/discharged. Whether or not guards are provided will be entered in the ship's log. Experience indicates that shipboard cargo losses are most common on cargo destined for a port subsequent to the one being worked, especially when that cargo is located in a compartment being worked.

(3) As agents of MSC, the Master, officers and crew of MSC dry cargo ships are responsible for the cargo stowed on their ships and shall exercise due diligence in the care and custody thereof.

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(4) Prior to securing hatches, ramps and watertight doors of compartments containing pilferable cargo, an inspection shall be conducted by a ship's officer, and, where available, an MSC representative shall accompany the officer. Terminal representatives will be welcomed. Inspection results are to be logged. In the event pilferage/cargo loss and damage have occurred, the MSC activity attending the ship will file a message report to the following addresses:

TO MSC Area Command which originated the voyage
INFO: Sealift Operational Task Group Commander having OPCON of ship (*unless same as voyage originator*)
Concerned MSC activities along the ship's route
COMSC WASHINGTON DC
CDRMTMC FALLS CHURCH VA
USTRANSCOM SCOTT AIR FORCE BASE IL

While it is impossible to set precise guidelines, in instances of significant pilferage or cargo damage/loss due to negligence or unsatisfactory ship/terminal procedures, the Sealift Operational Task Group Commander having ship's OPCON shall investigate and advise of recommended corrective action to prevent recurrence.

(5) All access scuttles shall be locked and sealed prior to vessel departure. Seal numbers shall be logged. Should it be necessary to enter hatches at sea, the date, time and reason for entry shall be logged, along with the number of the new seal. In the event that additional seals are not available, the access scuttle(s) will be secured with a suitable padlock or other locking device and all keys to that lock shall be retained by the Master or Chief Officer, as directed by the Master.

(6) Upon arrival in port, all cargo to be worked shall be reinspected by a ship's officer, and if available, an MSC representative. Inspection results shall be logged. Sealed spaces not to be worked will be checked to ensure that spaces have not been entered, and results logged.

(7) Whenever evidence of cargo damage or pilferage is noted, the ship's officer will utilize the Cargo Exception Report (*MSC 4610/63*) to record all pertinent data. For proper accountability and for corrective action, it is important that MSC 4610/63 be filled out completely and accurately. The form will be made in quadruplicate and submitted as outlined in the instructions on the inside cover. The use of this form in no way relieves the Master from the normal responsibility of notifying all concerned parties at the time and taking whatever corrective action that may be necessary whenever he has evidence of damage or pilferage. This report is assigned Report Control Symbol MSC 4610-63.

NOTE: *Forward requests for MSC 4610/63, Cargo Exception Report to: Military Sealift Command (N0021), Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.*

B-2-2-6 TANKER AT SEA CARGO OPERATIONS

a. General. Instructions, procedures and information on replenishment-at-sea, underway refueling and highline transfer, are contained in NWP 4-01.4 (*formerly NWP 14*), *Replenishment at Sea*. The pertinent portions of NWP 4-01.4, plus supplementary MSC instructions, are included in COMSCINST 3180.2J, *Subj: MSC Refueling-at-Sea Instructions*. Further guidance and information is promulgated periodically by COMSC notices and messages. RRF and chartered tankers will be operated in compliance with international, Federal, State and Local governmental laws and regulations. Adhering to these detailed standards and guidelines will instruct tankers to operate in a safe manner while avoiding pollution and protecting the environment.

b. Preparation. Masters and key personnel onboard MSC tankers shall be acquainted with pertinent directives and ensure adequate preparation to conduct replenishment evolutions on short notice. This includes possessing adequate equipment, conducting briefings, assigning specific duties to crewmembers and conducting training whenever time permits.

c. Equipment

(1) Replenishment-at-sea portable equipment shall be stowed in a separate locker or stowage area which is marked for such equipment. The equipment shall be stenciled or painted white so that it may be identified easily. MSC Form and Report 3180-2, *Refueling-at-Sea Equipment and Material Report*, will be submitted by Masters of MSC tankers to COMSC and their owner/operator quarterly. The minimum allowance of replenishment-at-sea equipment is provided in Sections II, III, IV and V of the above form.

(2) Some time-chartered tankers are equipped to refuel by the astern method by use of a powered hose reel rig. Ships equipped with the powered-hose reel rig shall adhere strictly to the maintenance schedule and procedures contained in the reel manufacturers' technical manuals.

d. Reports. Upon completion of an underway refueling operation, Masters will forward a MSC Report 3180-2, *Refueling-at-Sea Equipment and Material Report*, by mail and an MSC Report 4020-4, *Discharge Report*, by message in accordance with COMSCINST 3180.2J.

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NOTE: *Forward requests for MSC 3180/2, Refueling-at-Sea Equipment and Material Report to: Military Sealift Command (PM51), Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.*

B-2-2-7 TANKER NOTICE OF READINESS

a. When a MSC tanker arrives at the port of loading or discharge and is ready to load or discharge, a Notice of Readiness shall be tendered to the military petroleum inspector or the supplier or consignee by the Master or agent or the local MSC representative by letter, telegraph, wireless or telephone. For the purpose of this notice, the tanker shall be deemed ready whether she arrives during or outside the usual business hours, whether she is in or out of berth or whether she has ballast water or slops in her tanks.

b. Laytime commences either (1) at the expiration of 6 running hours after tender of the Notice of Readiness, tanker in or out of berth, except that any delay to the tanker in reaching her berth caused by the fault of the tanker shall not count as used laytime or (2) immediately upon the tanker's arrival in berth (*i.e., when finished mooring for at-sea load/discharge or when made all fast in a berth for terminal or wharf load/discharge*) with or without Notice of Readiness, whichever occurs first.

c. A written Notice of Readiness is normally presented by the Master as follows:

(1) Immediately after arrival and made fast in a berth when the tanker proceeds directly to the loading or discharge terminal.

(2) Immediately after arrival at an anchorage from which the tanker is ready to proceed to the terminal or after pratique is granted when the tanker is prevented from proceeding directly to the loading or discharging terminal because a berth is not ready or other reasons of the cargo interest. In such cases, the Notice of Readiness may be tendered by the ship's agent or local MSC representative and confirmed by the Master upon berthing.

(3) When the tanker is not ready for cargo operations upon arrival because of required repairs or other reasons, Notice of Readiness is tendered when ready for loading or discharging. When the cargo berth is available when the ship is ready, the Notice of Readiness shall be tendered immediately after the ship is made fast to the berth. When the cargo berth is not available, the Notice of Readiness shall be tendered as soon as the tanker is ready.

(4) The Notice of Readiness will indicate the date and time the tanker is ready, and not the date and time when it actually is presented.

B-2-2-8 ALARMS AND BILGE INSPECTION

a. Bilge alarms shall be tested daily and kept in good working order. Lube oil alarms, boiler water alarms and machinery alarms will be tested daily.

b. Bilges and tank tops in the engineroom and pumproom(s) will be inspected at frequent intervals to assure that there is no accumulation of oil which might create a fire hazard. Bilges, cofferdams, double bottoms and wells and pumps shall be inspected regularly and maintained in a clean and dry condition, free of oil, rags, rust and debris.

B-2-2-9 CARGO TANK TOPS, DECK PLATES AND ULLAGE HOLES

Unless a tank is gas-free, tank tops, ullage holes or removable deck plates for machine washing shall not be opened or remain open without flame screens, except when such operations are conducted under the direct supervision of the senior crewmember on duty. Tank tops must be closed before entering port, while handling cargo, and at all other times if tanks are not gas-free. Covers of gauge opening must be closed at all times, except when sampling, gauging, thieving or inspecting at which time they can be opened for the necessary time and then immediately reclosed.

B-2-2-10 DRY CARGO AND DRY CARGO SPACES

a. The use of dry cargo holds for the sealift of government dry cargo is authorized in MSC tankers. When scheduled to load dry cargo, tankers will arrive at dry cargo loading berths ready to load cargo in the dry cargo space.

b. Special material such as dunnage, chains, turnbuckles, shackles, wire and tarpaulins supplied by the shipper service for stowing and securing dry cargo remains the property of the shipper service. The disposition of this material will be handled as consigned cargo, duly documented cargo by loading agencies. When it is supplied by commercial agents, it will be disposed of as per instructions from the contract-operator.

B-2-2-11 POTABLE WATER CARRIAGE AND RETENTION

COMSCINST 6000.2, *Subj: Potable Water Carriage and Retention Aboard MSC Tankers*, provides direction and procedures for carrying and storage of potable water. Article B-2-2-19 provides guidance for tank cleaning in preparation for loading potable water.

B-2-2-12 EMERGENCY TOWING WIRES

Wires for towing the ship free of the berth, should an emergency arise, shall be used whenever an MSC tanker is lying alongside a pier, quay or wharf. Emergency towing

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wires shall be of sufficient length to reach the water's edge at the ships maximum freeboard, with an eye on the outboard end and the inboard end made fast to the ship's bitts on the offshore bow and quarter.

B-2-2-13 WASHDOWN; CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE AND DAMAGE CONTROL EQUIPMENT (*CONTRACT-OPERATED ONLY*)

a. Contract-operated tankers have installed washdown clips at selected weather deck and superstructure locations to provide the best washdown spray coverage. These clips are painted international orange. Sufficient wye gates, fire hose and nozzles will be retained onboard to provide full activation of the washdown countermeasure system.

b. Chemical, biological and radiological defense (*CBRD*) and damage control equipment listed in the MSC Allowance List shall be centrally located in a locker or, if necessary, a space dedicated for such equipment. The locker is to be marked in red letters 2 inches high "**EMERGENCY REPAIR LOCKER.**" Damage control equipment shall be painted orange with one black stripe. Items which have a special storage space, such as the first aid kits, manila rope, breathing apparatus (*BAs*) and drills, should be appropriately marked and stowed in their regular location.

B-2-2-14 PETROLEUM AND TANKER INSPECTION

a. General. This section provides guidance and information regarding quality and quantity inspections of petroleum products transported in MSC tankers and associated responsibilities of DOD petroleum Quality Representatives (*QR*). COMSC provides no technical supervision over petroleum product inspections, and issues no instructions to QRs regarding quality and quantity inspection procedures. Correspondence relating to petroleum inspection service or procedures originated by military activities should be referred to the technical office of the department responsible for that area or activity.

b. Petroleum Product Inspection Responsibility. Petroleum inspection responsibility is assigned to specific DOD organizations on a geographic basis. These assignments appear in DOD Manual 4140.25, *Subj: DOD Bulk Petroleum Policy*.

(1) Quality and quantity inspections of petroleum products lifted in MSC tankers and the suitability of cargo tanks to receive the intended products are the duty of the QR.

(2) Inspection and quality control of petroleum products stored in shoreside depots, terminals and installations are the responsibility of either DESC or the service having custody of the product.

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c. Petroleum Quality Representative (QR) Responsibilities. Though COMSC does not issue instructions concerning petroleum inspection procedures; MSC representatives and other personnel connected with MSC tanker operations to be acquainted with general QR responsibilities. The responsibilities below are general in scope and are not intended to cover all inspection responsibilities with their many ramifications. The QR maintains close supervision over tanker loading and discharge procedures by:

- (1) Sampling, testing, gauging and approving shore-tank contents prior to loading.
- (2) Checking cargo lay-out and loading plans.
- (3) Inspecting, approving or rejecting the ship and individual cargo tanks and checking the ship's log regarding previous cargoes, leaks, etc.
- (4) Assuring that cargo and stripper lines are dropped and contain no water or product which could contaminate product to be loaded.
- (5) Checking shoreside loading lines to determine that they are full, properly isolated and contain no product detrimental to the cargo.
- (6) Sealing sea suction valves and in the case of split cargoes, those valves essential to cargo isolation, with serially numbered seals and recording the seal numbers on shipping papers.
- (7) Checking and analyzing line samples to verify product quality moving to the vessel.
- (8) Sampling and testing contents of the ship cargo tanks during and after loading.
- (9) Taking temperatures, ullages, innages and water cuts to determine the amount of product and water present after completion of loading. Calculating cargo quantities for comparison with shoreside delivery quantities.
- (10) Providing final approval of the cargo prior to ship release.

d. Liaison With QRs. The DESC furnishes advance information to cognizant field inspection offices of impending tanker petroleum product lifts. The notifications contain essential information, including the applicable Joint Petroleum Office(s) (*JPOs*) and Defense Energy Regions (*DERs*). Local MSC representatives shall:

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(1) Maintain close liaison with QRs to ensure that the loading and discharging orders held by each are in agreement and that the QR is aware of the best available tanker estimated time of arrival (*ETA*).

(2) Check with the QR to ascertain that sufficient quantities of products are available for loading and that everything will be ready when the tanker gives the Notice of Readiness to load.

(3) When multiple port loadings are scheduled, ensure that the QR is cognizant of product quantities and type(s) scheduled for loading at each port. This will assist the QR in determining the suitability of all cargo tanks to load intended products.

(4) Upon ship arrival, inform the Master and the QR of the extent of their knowledge and responsibilities concerning inport operational control.

e. Preloading Inspection. Prior to loading, the QR, the supplier's representative and the ship's loading officer, will jointly inspect the ship cargo tanks and piping system for suitability to receive intended products. In addition, this inspection will record information from the ship's log regarding previous cargoes, ballasting and tank cleaning done in preparation for loading. In this regard, Military Handbook 291 (SH), *Cargo Tank Cleaning*, prescribes only minimum cleaning operations, the performance of which does not assure an acceptable state of cleanliness. When feasible, additional preparation of cargo tanks and systems should be performed prior to presenting for cargo.

(1) When the tanks are ballast-free and suitably clean, the QR will personally inspect tanks when practicable. When ballast is retained onboard, the QR will ensure that ballast is in a segregated system.

(2) Loading plans will be reviewed to assure feasibility giving consideration to bulkheads, lines, tank capacities, ship trim, etc. In the case of split cargoes, the QR must assure that the tanker is structurally suitable for handling the ordered number of products simultaneously without contamination; that bulkheads are secure; and that the tanker has double-valve separation or line blanks. If valves are used, they will be lashed and sealed in position to guard against misuse.

(3) When a tanker is scheduled for multiple-port loadings, the QR at the first loading point will inspect, if practicable, all ship cargo tanks to determine suitability for the scheduled products. Tankers will not be approved for loading part of the load, unless all cargo tanks are considered suitable for the respective products. This does not preclude QR rejection at subsequent loading points if conditions change in pre-inspected tanks.

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(4) Possession of cargo and responsibility for its quality transfers from the supplier to the contractor once the cargo comes through the tanker's loading manifold. Therefore the QR must ensure that all reasonable precautions have been taken and that, in the QR's opinion, the tanker is suitable to load prior the commencement of loading.

f. Clean Tank Certification. When an internal tank inspection is required and the inspection group, the QR, supplier's representative and the ship's loading officer are satisfied that cargo tanks are suitable to load, the QR will sign the Clean Tank Certification on the ship's Ullage Report, MSC Form and Report 4020-2. If the QR is dissatisfied with the condition of the tanks, the ship shall perform additional cleaning as required. The local MSC representative/ship's Master will ensure that the cognizant Sealift Operational Task Group Commander is immediately notified of all particulars concerning the rejection by immediate precedence message with the following information:

- (1) Time inspector inspected and rejected tanks.
- (2) Reasons for rejection.
- (3) Tanks inspected by entry and tanks rejected.
- (4) Last two cargoes carried and, if appropriate, products rejected in individual tanks.
- (5) Type and amount of tank cleaning performed on tanks rejected.
- (6) Which tanks were ballasted on arrival at port of rejection.
- (7) Corrective action taken.
- (8) Master's opinion on the situation and recommendations.

g. Dry Tank Certification. Upon completion of discharge, the receiving activity QR will inspect and certify that cargo tanks are dry by signing the Dry Tank Certification on the ship's Ullage Report, MSC Form and Report 4020-2.

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h. Valve Sealing and Breaking. Prior to loading, the inspection team will jointly prescribe the valve sealing procedure and witness the sealing of those valves necessary to ensure against loss of product or cargo contamination. The QR and ship's Master or ship's officer authorized to sign for the Master, shall sign the valve sealing certification on the ship's Ullage Report MSC Form and Report 4020-2. Upon discharge, the QR will verify serial numbers of seals used for split cargo isolation and sea suction valves and sign the Ullage Report certification, noting any seals found broken.

B-2-2-15 TANKER LOADING AND DISCHARGING

a. Loading Plan Responsibility

(1) Normally, Sealift Operational Task Group Commanders will originate cargo loading orders stating products and approximate load quantities. Masters will load as ordered but may deviate by plus or minus 10 percent of the scheduled quantity. Masters will ensure that a full cargo is loaded unless a maximum quantity is specified due to draft limitation, product availability, ullage, etc., and stated in the loading instructions. If a maximum quantity is not specified and if the plus or minus 10 percent deviation of the stipulated quantity does not result in a full load, the cognizant Sealift Operational Task Group Commander will be immediately contacted for instructions in order to preclude the possibility of not loading a full cargo.

(2) The Master is responsible for the ship's loading plan. He will, with the assistance of the Chief Officer, plan the cargo layout. However, agreement must be obtained from the QR. When appropriate, the Sealift Operational Task Group Commander may specify a loading plan which will normally be followed. The local MSC representative will furnish a copy of the plan to the QR and Master. This does not relieve the QR of his responsibility for the product quality nor does it relieve the Master of his responsibility for the ship safety. Any recommendation the Master or QR has for altering or objections to, a specified loading plan will be promptly forwarded to the cognizant Sealift Operational Task Group Commander by the local MSC representative.

(3) Ship trim will be considered in planning the cargo layout. Allowance for fuel and water consumption and possible shifting of bunkers, water or cargo to meet draft limitations are also considered.

b. Cargo Inspection During Loading. Product quality in shore tanks and loading lines will be assured by the QR. In the beginning, approximately 2,000 to 5,000 barrels of product should be pumped into one ship cargo tank, thereby controlling any water or contaminant that might have been in the pipeline. The QR may then request the ship to switch from this trial cargo tank to other tanks and continue loading. A sample will be drawn from the trial cargo tank by the QR and check tests performed to determine that

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product quality is acceptable. Further sampling and testing will be conducted to the extent determined necessary by the inspector. If at any time during loading there is an indication of contamination, the loading operation will be stopped until the cause and extent is determined.

c. Cargo Inspection and Ullages on Completion of Loading. The QR will be present during topping-off operations. On completion of loading, cargo tanks will be gauged, checked for water, sampled and temperatures taken by, or under the supervision of, the QR. Tank gauging will be witnessed by a ship's officer who shall prepare the ship Ullage Report, MSC Form and Report 4020-2. QRs are not required to sign this report but they may be furnished copies of it. Cargo samples will be tested to the extent determined necessary by the QR to assure cargo quality prior to release. Comments regarding inordinate departure delays and sailings without receipt of the DD 250-1 report may be included at the Master's discretion.

NOTE: Forward requests for MSC 4020/2, Ullage Report, to Military Sealift Command (N0021), Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.

d. Loading Report

(1) Preparation. The Tanker/Barge/Loading/Discharge Report (*DD Form 250-1*) is prepared and furnished by either the supplier or the QR. When circumstances warrant, the Master shall request that the QR expedite preparation and delivery of 250-1 on completion of loading. If operational necessity dictates sailing soon after loading completion, the QR may have to supply estimated figures on copies of the 250-1 for the Master and the consignee copies sent via the Master. In this case, a statement will be entered by the QR that figures are estimates only and that completed copies with accurate figures will be mailed to consignees to arrive prior to the ship arrival at the next port. While it is desirable to await receipt of actual cargo documentation, it is possible that on occasions circumstances may arise when the Master deems it to be in the best interests of the Government to sail immediately on completion of loading. Where departure is made prior to receipt of the 250-1, Masters of MSC tankers shall note the reason on the Tanker Voyage Report, MSC Form and Report 4020-18 (*see Article B-2-3-7*). In such cases, completed copies of the 250-1 will be mailed to the ship and the consignees.

(2) Distribution of DD Form 250-1. Distribution of the 250-1 will be made by the QR. One copy will be given to the Master. Other copies will be addressed to consignees for delivery by the Master.

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(3) Time Statement. The Master's signature, his designated representative or the ship's agent is placed on this report for the time statement only. This time statement should agree with the ship log provided there is no major discrepancy between the time statement indicated by the ship log and the loading terminal log. Discrepancies will be adjusted by the QR to the satisfaction of both the ship's representative and the loading terminal's representative, if possible. Otherwise, to prevent sailing delay, the report will be prepared using the ship's time statement.

e. Water Density. When starting to load and again just before loading completion, the density of the water in which the vessel is floating will be taken by hydrometer and the tanker's draft allowance for fresh water determined. The fresh water allowance calculated just before loading completion shall be used in computing the final draft.

f. Loading to Proper Freeboard. Tankers will load the maximum cargo permissible under the **LOAD LINE REGULATIONS** except when the controlling water depth in the discharge port prevents loading to the draft permitted by the **LOAD LINE REGULATIONS**. These regulations permit carrying of additional deadweight to the extent of the amount of fuel, water and stores that will be consumed enroute to the limiting zone. This should be considered by the Master and Chief Officer together with the specific gravity of the water at the loading terminal when determining the proper freeboard to which the ship is loaded.

g. Load Line Regulations. The Master is responsible for loading the ship in accordance with **LOAD LINE CERTIFICATION** and **LOAD LINE REGULATIONS**. Masters and officers are reminded that when loading maximum cargo they are governed by the seasonal load lines and zones, and they shall consider the deeper draft allowed for fuel, water and stores consumed in order that proper freeboard will be observed during the voyage. Unnecessary bunker fuel or water surpluses shall not be carried to the exclusion of cargo.

h. Temperatures for Loading Bulk Fuel Oil. Loading bulk fuel oil at high temperatures could result in tank coating damage and harmful tanker thermal stress. Therefore, when loading bulk fuel oil cargoes or bunkers in MSC tankers, the following limitations will be observed.

(1) In uncoated tanks, the oil temperature shall be at least 10°F below its flash point and in no case higher than 150°F.

(2) In coated tanks, the oil temperature shall be at least 10°F below its flash point and in no case higher than 135°F.

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(3) To prevent damage from thermal stress, the difference between the oil temperature at the tanker manifold and that of the surrounding sea water shall not exceed 70°F. However, the oil may be loaded at a greater temperature differential provided: (1) loading does not exceed 1,000 BBLs per hour per tank being filled during the first 2 hours, (2) only wing tanks are filled during this period and (3) opposite port and starboard wing tanks are loaded simultaneously. After the first 2 hours, normal loading rates in all tanks may commence.

i. Temperatures for Discharge. The following temperatures have been selected as the values generally producing optimum pumping and transfer viscosities. NAVSHIPS Technical Manual, Chapter 541, contains viscosity and temperature information. Except for specified ports, MSC tankers equipped with heating coils shall arrive at discharge ports with cargo heated as close to the following specified temperatures as practicable.

j. Cargo Inspection for Discharge

(1) Bulk petroleum cargo will be checked by representatives of the receiving activity and the MSC tanker. Upon arrival at a discharge point, the Master will give to the receiving activity representative a copy of the loading 250-1. Prior to discharge commencement, inspections shall be made of valve seals, and the cargo quality and quantity.

(2) A receiving activity representative shall take, or witness the taking of samples, ullages, temperatures and water cuts for each cargo tank. Each sample will be physically examined. These samples may be composited for further examination if considered necessary. Discharge approval will be given if the preliminary examination indicates that the cargo is acceptable. If the examination indicates that the cargo is not in order, the inspecting representative will delay the start of discharge and immediately contact his superior to obtain instructions.

(3) Ullage Report (MSC Report 4020-2). On tanker arrival, the ship tanks and the shoreside receiving tanks are gauged before and after discharge. The ship tank ullages obtained prior to discharge are compared with those obtained on completion of loading origin. This comparison will indicate any shifting or cargo loss in transit. Ship ullages taken prior to discharge and upon completion of discharge will be recorded on the Ullage Report (*MSC Form and Report 4020-2*) and a copy submitted to COMSC. This report, for both loading and discharge ullages, shall then be submitted by the Master as required on the report.

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k. Discharge Reports

(1) The Tanker/Barge/Loading/Discharge Report (*DD Form 250-1*) will be prepared and furnished by the receiving activity or the QR. The Master's signature, his representative or ship's agent will be placed on this report for the time statement only. This should agree with the ship's log. Report distribution will be in accordance with instructions of the department to which the cargo is consigned. One copy will be given to the Master or mailed to him.

(2) Discharge reports for refueling-at-sea operations will be completed by the Master in accordance with COMSCINST 3180.2J, *Subj: MSC Refueling-at-Sea Instructions*.

1. Calculations of Quantity Loaded and Discharged. The quantity loaded and discharged will be calculated from shore-tank gauges and corrected to 60°F in accordance with Table 6 of the ASTM-IP Petroleum Measurement Tables, American Edition, ASTM Designation D-1250, unless otherwise directed. The official quantity on the loading and discharge reports (*except when specifically provided otherwise in the contract*) will be the quantity calculated from shore-tank gauges. This quantity will be compared with the quantity computed from ship ullages. If there is a ship/shore quantity difference which exceeds 1/2 of 1% (.005) of shoreside amount loaded/discharged, the figures must be rechecked. In the case of an MSC tanker discharging a partial cargo to another ship, the issuing MSC tanker gauges will be accepted for quantity determination in the absence of any direction to the contrary.

m. Report of Cargo Shortage

(1) Total product transportation losses from loading, transporting to destination and discharging is calculated from the quantities recorded on the loading and discharge 250-1 report. Where gauging indicates a shortage exceeding 1/2 of 1% (.005) product a prompt investigation will be made by the Master and the receiving activity representative to determine the cause and a report submitted with the ship Ullage Report.

(2) MSC will assist DESC in resolving intransit losses that exceed the 1/2 of 1% acquiring investigative data on product lost/contaminated/destroyed while onboard MSC tankers, and initiating claim actions against contract/charter tankers for excessive product losses.

n. Cargo Remaining Onboard

(1) When an abnormal amount of product is left onboard an MSC tanker due to inability to complete normal tank stripping, or some related shoreside problem, the Master will notify the local MSC representative of the circumstances and make disposition recommendations. The local MSC representative, or the Master if no local MSC representative is available, will notify the Sealift Operational Task Force Commander who will notify COMSC. COMSC will provide DESC with pertinent details and request disposition instructions. These instructions will be provided to all concerned.

(2) When cargo remaining onboard is not significant enough to warrant another port call for discharge or the next cargo cannot be loaded on top, the Master shall notify the cognizant Sealift Operational Task Group Commander and COMSC advising what happened to the product left onboard, such as product put in slop tank or lost in transit when preparing tanks for the next cargo.

B-2-2-16 SPECIAL PORT/TERMINAL INSTRUCTIONS

Special port/terminal instructions will be issued to the ship by the cognizant Area Commander or by the MSC-representative for that port. The Area Commander shall ensure that such information is passed in a timely manner so that the ship has all applicable local information for that port.

B-2-2-17 CARGO SAFETY PRECAUTIONS

a. Cargo Contamination. Cargo contamination is one of the most serious incidents in tanker operations. It is of paramount importance that proper precautions be taken to prevent cargo contamination. Personnel onboard MSC tankers are expected:

(1) To know safe tanker practices and take all usual and necessary precautions to prevent cargo contamination.

(2) To properly operate, close and lash valves to prevent contamination.

(3) To assure that tanks and pipelines are ready to receive cargo when loading a cargo of different products, and that cargo is loaded, carried and discharged independently so that contamination does not occur.

(4) To assure that prior to loading a cargo of different products that:

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(a) The cargo pipeline system and valves are subjected to approximately 75 pounds per square inch hydrostatic test for tightness; normally on the ballast leg. If heavy weather is encountered enroute, which might have unduly strained the ship, additional tests may be required.

(b) Bulkheads, pumps and valves are inspected and tested as necessary to determine that the ship is completely tight to safely lift the cargo.

(5) To assure that if contamination occurs in port:

(a) Request the Government QR, together with the ship personnel, to trace and check all ship's valves and tanks and shore lines and tanks to determine the cause.

(b) Take ullage and sample ship tanks.

(c) Request ullages and samples of shore tanks and samples from shore lines.

(6) Due to the relatively high cost of tanker time, it is necessary to expedite disposition instructions for grossly contaminated tanker cargoes. If the cargo is contaminated to the extent that reprocessing by industry, or diverting the tanker to another destination is required, the activity discovering the condition will notify the local MSC representative who will in turn notify the Sealift Operational Task Group Commander, COMSC and DESC of the problem by telephone or priority message.

(7) Cargo Contamination Report (MSC Report 4020-13). Masters of MSC tankers will make the following reports if cargo is contaminated or there is reason to believe the cargo is contaminated during loading, transit or discharge. Report Control Symbol MSC 4020-13 is assigned this report.

(a) Message and Telephone Report. At sea or in port, Masters will inform the contract-operator, the cognizant Sealift Operational Task Group Commander, COMSC, DESC and the cargo owner immediately by message. In addition, when in a continental United States port, Masters will inform the local MSC representative and request him to telephone the cognizant Sealift Operational Task Group Commander and COMSC. The message report will give preliminary information on the following:

- ALFA** - **Grade and quantity of cargo contamination.**
- BRAVO-** **Tanks in which it is contained.**
- CHARLIE** - **Cargo in adjacent tanks.**
- DELTA** - **Operations being performed when contamination occurred.**
- ECHO** - **Time of contamination.**
- FOXTROT** - **Probable or suspected contamination cause.**

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(b) Letter Report. The Master will forward a detailed Cargo Contamination Report by letter to the contract operator with a copy provided directly to COMSC. This report will include the information in the message Cargo Contamination Report and the condition prior to loading of tanks and valves involved in the contamination, and ullages and sample results from shore tanks and lines if available. Statements from officers directly responsible will be included with the report outlining the procedure followed in preparation for, and in loading or discharging.

b. Oil Spillage and Leakage

(1) All possible steps must be taken to prevent escape of oil which would create hazardous conditions and pollution. At the commencement of cargo handling operations and at regular intervals throughout loading and discharging, ship's personnel should maintain a close guard against the escape of oil. If leakage occurs from a pipeline, valve, hose or loading, cargo operations should be stopped immediately, the Coast Guard notified and a state of emergency declared until all danger of fire or explosion is removed.

(2) Refer to Chapter 11 for specific shipboard pollution control policy and required oil spill report submission.

B-2-2-18 POLICY ON VESSEL CLEANING AND GAS-FREE REQUIREMENTS FOR MSC TANKERS CARRYING DESC PETROLEUM CARGOES

a. Policy in tank cleaning and gas-freeing requirements has been reviewed and agreed upon for change by the DESC and MSC. While maintaining quality control and assurance is paramount in the transportation of DOD cargoes, the need to routinely tank wash between each voyage is not always in line with industry standards.

b. The following policy supersedes current cleaning guidelines required of MSC tankers. Vessel is responsible in determining the need to clean vessel cargo tanks, based on monitoring vessel cargo history and the cargo to be loaded. The following MSC vessel cleaning requirements will remain in effect when:

(1) The vessel cargo tank held ballast between the prior cargo discharge and the scheduled follow-on cargo;

(2) The cargo to be loaded is JP5 and the previous cargo was other than JP5;

(3) The cargo to be loaded is JP8/AN8 and the previous cargo was other than JP8 or JP5;

(4) The initial loading of a spot charter;

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(5) The vessel has been in drydock, or repairs have been performed on the cargo tanks;

(6) The cargo to be loaded is MOGAS, and the previous cargo was F76;

(7) The cargo to be loaded is other than MOGAS, and the previous cargo was MOGAS.

Exceptions to these requirements will be coordinated with MSC and DESC-BQ prior to the proposed cargo loading and a gas-free waiver may be applied for.

c. Cargo tank cleaning, gas-freeing or drop/strip will not be required as a matter of routine preparation when going from like-cargoes to like-cargoes such as:

(1) JP5 to JP5

(2) JP8 to JP8

(3) DFM to DFM

(4) JP5 to JP8

(5) JP5 to DFM

d. Because of the differences in flash points, Drop/Strip is required when going from JP8 to DFM. **NOTE:** Cleaning waiver would still be required when going from JP8 to JP5.

e. Inspection requirements. When vessel does clean, an internal tank inspection will no longer be required unless requested by MSC/DESC or ship. Ship will ensure vessel is ready to load in all respects upon tendering notice of readiness (*NOR*).

f. Vessels fitted with IGS will arrive at the required port inerted and ready to load the intended cargo. Loading QAR will be provided with written notification that all compartments, lines and pumps to be used are suitable for loading and delivering the intended cargo. This statement shall be included with the notice of readiness. A ship representative will perform cargo tank soundings and provide the loading quality surveillance representative quantities of any liquid found in the cargo tanks. Measurement of onboard quantities (*OBQ*) to include trim corrected and non-trim corrected results.

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 2 - OPERATIONS

SECTION 3 - OPERATIONAL AND ADMINISTRATIVE REPORTS

General.....	B-2-3-1
Dry Cargo Ship Space Availability Report (MSC Report 4610-37).....	B-2-3-2
Tanker Loading and Discharge Reports (MSC Reports 4020-3/4020-4)	B-2-3-3
Matrix of Required Reports (Tankers)	B-2-3-4
Matrix of Required Reports (Dry Cargo Ships)	B-2-3-5

B-2-3-1 GENERAL

This section describes reports not addressed in other sections parts of Appendix B. A consolidated list of MSC reports is provided in Articles B-2-3-4 and B-2-3-5. These are in addition to the reports described in Chapters 1 through 11. The matrix of required reports in Articles B-2-3-4, B-2-3-5 and 2-15-6 may not be all inclusive since individual operating and charter contracts or GAAs may contain unique reporting requirements. In Government contracts, required reports are generally listed in a Contract Data Requirements List (CDRL).

B-2-3-2 DRY CARGO SHIP SPACE AVAILABILITY REPORT (MSC REPORT 4610-37)

a. Upon completion of cargo operations by an MSC dry cargo ship, the MSC loading activity or representative shall report by message the cargo space available for loading at subsequent ports of call including space occupied by cargo to be off-loaded at each port (see Figure B-2-3-1). The Master shall prepare and transmit the report for loadings at ports where there is no MSC representation. The report shall be filed promptly and contain sufficient information to enable MSC activities responsible for operations at subsequent ports to book/clear cargo and plan stowage consistent with ship capabilities and scheduled port rotation. Free space remaining in the ship after off-loading at the next port shall be expressed in gross bale cubic feet and designated by hatch and location. In order to have accessible all the information necessary and applicable to the adequate preplanning for maximum utilization of available cargo space, the report shall contain such other details as square footage, dimensions, overheads and cargo compatibility information as well as tonnage information for planning stability requirements. The message shall be addressed as follows:

COMSCINST 3121.9A

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TO: MSC activity at next port of call
Terminal activity at next port of call
INFO: Cognizant Sealift Operational Task Group Commander/MSA Area Commander

b. This report is assigned Report Control Symbol MSC 4610-37.

SAMPLE DRY CARGO SHIP SPACE AVAILABILITY REPORT

FROM: COMSCLANT BAYONNE NJ

TO: MSCREP AZORES

INFO: COMSCEUR NAPLES IT

UNCLAS //N04610//

SUBJ: SPACE AVAILABLE SS AMER RACER (REPORT CONTROL SYMBOL MSC 4610-37)

A. COMSCINST 3121.9A

1. IAW REF A THE FOLLOWING CARGO SPACES AVAILABLE AFTER LOADING EARLE NJ WITH AMMO;

HATCH	LOCATION	CU FT	REMARKS
2	UTDK AFT SQ/SS REEFER	18000	ROTA CARGO BELOW DKS
5	UTDK SQ	9148	AUGUSTA/SOUDA BAY CARGO BELOW DECKS AND REEFER COMP
5	SHELTER DK SQ	10500	ROTA/SOUDA BAY CARGO STOW IN WINGS
6	TWEEN DK	20101	NAPLES CARGO BELOW DKS

2. AVAILABLE ON DECK

HATCH	LOCATION	CU FT	REMARKS
2	HATCH COVER	672	ROTA CARGO BELOW DKS
5	HATCH COVER	1260	AUGUSTA/SOUDA BAY/ROTA BELOW DECKS
5	DECK AREA S/S	784	NAPLES CARGO STOWED P/S DECK
6	ALL	1716	NAPLES CARGO BELOW DKS

3. NOTE: AMMO FOR AZORES STOWED NR 5 UTDK FWD 13 BKS AND 1 BX-STOWED NR 3 0/DK AFT S/S.

Figure B-2-3-1 - Sample Dry Cargo Ship Space Availability Report

B-2-3-3 TANKER LOADING AND DISCHARGE REPORTS (MSC REPORTS 4020-3/4020-4)

These two reports provide COMSC, DESC and other activities with information for tanker operations, utilization, billing and contract administration. The following activities are responsible, in the priority listed, for compiling and submitting the two reports:

- a. MSC Area Commands.
- b. MSC Offices.
- c. MSC representatives.
- d. Joint or area petroleum offices.
- e. Petroleum inspectors.
- f. Any military office concerned with the cargo and tanker operations.

B-2-3-4 MATRIX OF REQUIRED REPORTS (TANKERS)

The reports described throughout this appendix are summarized below.

a. Reports to be submitted by Masters of all MSC Tankers (less VC, CVC and SPR tankers)

Subject	When Made	Method	Reference
Ullage Report (MSC Report 4020-2)	Upon completion of loading and discharge	Mail	B-2-2-14, B-2-2-15
Cargo Contamination Report (MSC Report 4020-13)	Cargo contamination is detected	Telephone, Message, Mail	B-2-2-17
Oil Retention (MSC Report 4020-31)	Unable to dispose of slops/oily waste	Message	
Notice of Readiness	Arrival loading and discharge port	Letter, telegraph, wireless, telephone	B-2-2-7
Rejection of Loading Tank Report	QR rejects tank(s) during preloading inspection	Message, Mail	B-2-2-14

b. Report to be submitted by Masters of MSC tankers with replenishment capability

Subject	When Made	Method	Reference
Replenishment-at-Sea Equipment and Material Report (MSC Report 3180-2)	Quarterly and upon completion of UNREP	Mail	B-2-2-6, COMSCINST 3180.2

c. Reports to be submitted by Masters of consecutive voyage-chartered (CVC) tankers

Subject	When Made	Method	Reference
Prearrival Report (MSC Report 3123-8)	As specified	Message	2-10-3
Movement Report (MSC Report 3123-9)	As specified	Message	2-2-5, COMSCINST 3123.5

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d. Reports to be submitted by MSC Subordinate Commands/Representatives

Subject	When Made	Method	Reference
Tanker Delay Report (<i>MSC Report 3120-13</i>)	When delayed and anticipating delays in turnaround	Message, telephone	B-2-7-3
Tanker Loading and Discharge Reports (<i>DD 250-1</i>)	Upon completion of each MSC tanker cargo loading and discharge	Message, mail	B-2-2-15
Inspection Report (<i>MSC Report 4730-3</i>)	Following inspection	Mail	
Acceptance of T/C tanker (Message and Certificate)	Upon acceptance of T/C tanker, submit in accordance with special COMSCINST	Message, Certificate by Mail	B-2-5-4, B-2-5-5
Redelivery of T/C tanker (Message and Certificate)	Upon redelivery of T/C tanker, submit in accordance with special COMSCINST	Message, Certificate by Mail	B-2-5-6, B-2-5-7

B-2-3-5 MATRIX OF REQUIRED REPORTS (*DRY CARGO SHIPS*)

The reports described throughout this appendix are summarized below:

a. Reports to be submitted by Masters of all MSC dry cargo ships

Subject	When Made	Method	Reference
Dry Cargo Ship Space Availability Report (<i>MSC Report 4610-37</i>) See Note 1.	Upon completion of cargo operations	Message	B-2-3-2, Figure B-2-3-1
Cargo Exception Report (<i>MSC Report 4610-63</i>)	When evidence of cargo Damage or pilferage is noted	Mail	B-2-2-5
Loss of Protected Cargo, Cargo Material or U.S. Mail (<i>MSC Report 5510-1</i>)	Unable to locate missing cargo	Message	B-3-1-1

NOTES:

1. Masters will prepare and submit the report for loadings at ports where there is no MSC representation.

2. Masters will prepare and submit the report for those ports that do not have MSC representation to file VIPS in-port status information.

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b. Reports to be submitted by MSC Subordinate Commands/Representatives

Subject	When Made	Method	Reference
Joint Survey for Ship Delivery/Redelivery(MSC Report 4355-1)	Within 10 working days following on- hire/redelivery survey	Mail	B-2-5-4
On-hire Message	Following on-hire acceptance	Message	B-2-5-4
Report of Ship Delivery/Redelivery(MSC Report 4355-2)	Within 3 working days following completion of on-hire/redelivery survey	Mail	B-2-5-5
Dry Cargo Ship Space Availability Report (MSC Report 4610-37)	Upon completion of cargo operations	Message	B-2-3-2, Figure B-2-3-1
Report of MSC Ship Departing with Unclean Cargo Spaces(MSC Report 4700-5)	When unable to clean cargo spaces prior to ship departure	Message	B-2-2-4

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 2 - OPERATIONS

SECTION 4 - VOYAGE NUMBERS

Commencement and Termination of Tanker Voyage	B-2-4-1
Numbering Voyages.....	B-2-4-2

B-2-4-1 COMMENCEMENT AND TERMINATION OF TANKER VOYAGE

a. General. A voyage commences on arrival at a loading port and ends when an MSC tanker arrives at the next loading port after having discharged its previous cargo. A previous voyage always ends at the same time a new voyage commences.

b. No Cargo Onboard. When an MSC tanker does not have cargo onboard, a voyage shall be considered to commence at the time of arrival at the first loading port and end (*after all cargo is discharged*) at the time of arrival at the next loading port.

c. Completion of Discharge and Loading in the Same Port. When an MSC tanker completes discharge and loads in the same port, the voyage commences after all cargo is discharged and the Notice of Readiness is tendered to load the next cargo.

d. Uncompleted Discharges. When an MSC tanker is engaged in transferring cargo at sea, floating storage or other operation where the tanker does not discharge all cargo, the same voyage number is used until the tanker discharges completely or nearly completely and returns to a loading port.

e. Partial Loading and Discharge. In some cases a tanker may load cargo, then discharge part of it in one or more ports, and load more cargo while some of the original cargo is still onboard. In such cases, the cargoes loaded are usually considered one complete cargo and assigned the same cargo number. In unusual circumstances they may have different cargo numbers. In situations of partial loading and discharge whether or not the cargoes have the same number, a voyage commences and ends as provided in paragraphs b, c or d above whichever is appropriate to the case.

f. Major Repair and Overhaul. Emergency and voyage repair time is exempted from this article and will be included in one of the conditions above. The time utilized in accomplishing voyage repairs, including diversion, shall be included in the voyage.

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(1) When overhaul or major repairs are performed in the same port where the ship is scheduled to load, a voyage commences when the Notice of Readiness is tendered to load the first cargo after overhaul. When the loading port is not the same where repairs are performed, the voyage commences at the time of arrival at the first loading port.

(2) When final discharge and overhaul are performed in the same port, the voyage ends upon completion of discharge. When the overhaul port is not the same as the final discharge port, the voyage ends upon arrival at the bidding port or the first port where the ship commences her overhaul availability period.

(3) All times and movements incident to major repairs, overhaul, activation and inactivation which occur after a cargo voyage terminates and prior to the start of the next cargo voyage shall be considered an overhaul voyage and are numbered consecutively the same as a cargo voyage with the voyage number prefixed by "X" as "X7-96".

g. Correct Voyage Period or Number. Questions which cannot be resolved as to the correct voyage period or number shall be referred to COMSC (*PM51, Tanker Project Officer*).

B-2-4-2 NUMBERING VOYAGES

a. Voyage numbers for MSC dry cargo ships will be assigned by the MSC Area Commander initiating the voyage. Voyage numbers for each dry cargo ship shall be consecutive without regard to any periods when a ship may not be under MSC control. The first voyage shall begin at the date and time a ship is acquired by COMSC, and the last voyage shall terminate at the date and time a ship ceases to be under MSC control or responsibility because of transfer, redelivery or any other circumstances. As required by the VIPS User Manual, maintenance repair status (*MRR*) or other non-cargo operating (*NCO*) status periods shall be reported under the number of the voyage in progress. COMSC will notify MSC Area Commanders of the next voyage number to be assigned to a dry cargo ship being chartered again after a period of 30 days or more following redelivery.

b. CONUS Based Ships. For voyages of ships operating from CONUS, the voyage number assigned shall apply, on a round voyage basis, until the ship has returned to CONUS without regard to incidental overseas inter/intra area employment. Depending upon whichever occurs first, voyages subsequent to the initial voyage shall begin at 0000 of the day that the first outbound cargo is loaded without regard for inbound or coastwise cargo remaining onboard, or at 0000 of the day that a light ship is dispatched to another port to load outbound cargo. There is an exception to this procedure. When a ship is

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only in port for 2 calendar days, and is loading both days, the new voyage is started on the second day. For dry cargo ships only in port loading less than 1 calendar day, the new voyage starts at 0000 the day loading starts, and the old voyage is ended at 2400 at sea on the prior day. Voyages of CONUS based ships deployed overseas for extended periods shall end upon completion of discharge of CONUS outbound cargo.

c. Overseas Assigned Ships. The commencement and termination of voyages for dry cargo ships operating overseas in MSC Area Command areas of responsibility (*AOR*) are matters of command discretion based upon established practice and circumstances. In general, a voyage should commence at 0000 of the day that any of the following occurs: (1) An empty ship begins to load; (2) a ship departs light to load at another port; (3) a new cycle of port operations is established or (4) the general direction of movement significantly changes or is reversed. A new voyage should not commence in a port where the port stay is less than 24 hours. Opportune loadings of cargo at ports during a voyage for onward ports do not necessarily terminate the voyage in progress.

d. The first voyage commencing in a calendar year is designated voyage 1 and all subsequent voyages numbered consecutively until commencement of the first voyage of the following year. Each voyage number is followed by the last two numerals of the calendar year, e.g., 1-96, 2- 96, 3-96,... 1-97, 2-97... Overhaul voyages are pre-fixed by "X" as "X7-96".

e. An example of the procedure for voyage numbers is as follows:

Voyage Number

- | | |
|-------------|---|
| 1-96 | On January 10, 1996, a tanker arrives in Bahrain to load a cargo for Japan. The first voyage of the year commences at the time of arrival in Bahrain. After loading, the ship proceeds to Japan, arrives on January 29, 1996, discharges and returns to Bahrain for another cargo. |
| 2-96 | On February 17, 1996, the tanker arrives in Bahrain to load for Guam and Midway but loading does not commence until February 18, 1996. The second voyage commences and the first voyage terminates on February 17, 1996, the time of arrival in Bahrain. The ship proceeds to Guam and Midway for discharge and departs Midway for Bahrain after completing discharge on March 19, 1996. |
| 3-96 | On April 12, 1996, the tanker arrives in Bahrain and loads a cargo for Pearl Harbor. The third voyage commences and the second voyage ends at the time of arrival in Bahrain. The ship proceeds to Pearl Harbor, discharges and resumes the voyage in ballast to San Francisco for overhaul bidding. |

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Voyage Number

- X4-96** On May 18, 1996, the tanker arrives in San Francisco for overhaul bidding. The fourth voyage commences and the third voyage terminates on arrival in San Francisco. This voyage number is prefixed by "X," indicating it as an overhaul voyage. The overhaul work is awarded to a yard in Los Angeles. The ship proceeds to Los Angeles where the overhaul work is performed. After overhaul the vessel proceeds to Amuay Bay to load a cargo for Naples.
- 5-96** On June 20, 1996, the tanker arrives in Amuay Bay. The fifth voyage commences and the fourth voyage terminates on arrival in Amuay Bay. After loading, the ship proceeds to Naples, discharges and returns to load a cargo in Houston and Texas City for Pearl Harbor.
- 6-96** On July 25, 1996, the tanker arrived in Houston, loads part of a cargo, and then proceeds to Texas City where it completes loading on July 27, 1996. The sixth voyage commences on July 25, 1996, the time of arrival in the first loading port. After discharging the cargo in Pearl Harbor, the ship proceeds to Bahrain to load another cargo for Pearl Harbor.
- 7-96** On September 11, 1996, the tanker arrives in Bahrain to load cargo for Pearl Harbor. The seventh voyage commences and the sixth voyage terminates at the time of arrival in Bahrain. The ship loads, proceeds to Pearl Harbor, discharges and returns to Bahrain. On returning to Bahrain the ship is diverted to Singapore for emergency repairs.
- 8-96** On November 12, 1996, the tanker arrives in Bahrain to load for Guam and Midway. The eighth voyage commences and the seventh voyage terminates on arrival in Bahrain. The ship proceeds to Guam and Midway, discharges and returns to Bahrain to load for Japan.
- 1-97** On January 3, 1997 the tanker arrives in Bahrain to load for Japan. The first voyage of the new year (1997) commences at the time of arrival and the eighth voyage (*the last voyage of the previous year*) is terminated.

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 2 - OPERATIONS

**SECTION 5 - CHARTERED TANKER AND DRY CARGO SHIP JOINT SURVEY,
DELIVERY AND REDELIVERY PROCEDURES**

General.....	B-2-5-1
Duties and Responsibilities.....	B-2-5-2
Pre-On-Hire (Pre-award Survey)	B-2-5-3
Joint On-Hire Survey	B-2-5-4
Delivery	B-2-5-5
Joint Off-Hire Survey	B-2-5-6
Redelivery	B-2-5-7
Report Distribution.....	B-2-5-8

B-2-5-1 GENERAL

a. General. This article applies to all MSC activities representing COMSC in conducting the subject surveys. It applies to the surveys of privately-owned dry cargo ships entering or leaving MSC service under a time-charter or bareboat-charter party. The objective of this article is to ensure the operational readiness and reliability of MSC chartered dry cargo ships. COMSC will issue orders to accept delivery of time-chartered tankers by message or letter. In accordance with these orders, the designated MSC representative will accept delivery of the tanker subject to final acceptance of the cargo spaces by the Government Petroleum Inspector.

b. Under a Time Charter Party or Bareboat Charter Party, the owner is obligated to use due diligence to provide a seaworthy ship in all respects fitted for, and capable of carrying lawful cargo subject to limitations of the contract. MSC is responsible for reimbursing the owner for the cost of repairing certain damages to the ship (*other than normal wear and tear*) which were incurred during the period of the charter. To protect the mutual interests of MSC and the owners in the event of damage claims, a joint MSC/owner survey will be conducted when the ship is tendered for employment and again upon termination of the charter. The condition of the ship, as determined at the time of these inspections, is to be recorded on MSC 4355/1 and 4355/1A through 4355/1J (*Joint Survey Report for Ship Delivery or Redelivery*).

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c. The personnel representing MSC on joint on-hire/off-hire surveys should be technically competent and experienced in conducting surveys on ocean-going ships. When feasible, the joint off-hire survey team will include a member of the MSC Area Command engineering staff. If possible, the same personnel who conduct the on-hire survey should perform the off-hire survey. COMSC contracting and engineering personnel also may augment the inspection team if required. Such determinations will be made on a case-by-case basis by COMSC. In the event experienced personnel are not available, or distance renders survey of the ship by MSC personnel impractical, MSC Area Commanders are authorized to employ professional assistance from technical sources, including but not limited to American Bureau of Shipping (*ABS*) and United States Salvage Association (*USSA*), to perform the required surveys. This authorization is subject to applicable delegation of contracting authority. When such assistance is utilized, the cost should be paid by the MSC Command ordering the service and submitted by Intra-voucher to COMSC.

B-2-5-2 DUTIES AND RESPONSIBILITIES

a. COMSC

(1) Identify any special requirements. This will often be the case when placing ships on-hire for repositioning programs.

(2) Identify MSC Headquarters personnel to augment the inspection team as required.

(3) Designate the date and port for conduct of the pre-on-hire survey inspection, on-hire survey and off-hire survey.

(4) Provide the MSC Area Commander responsible for the survey with a copy of the contract or detailed fixture message and a list of Government Furnished Property (*GFP*) to be onboard the ship at time of delivery. Such list also shall include contractor acquired property to which the Government has title by contract.

(5) Provide a contractor point of contact.

b. MSC Area Commanders

(1) Supervise all phases of the survey which must be conducted in the presence of responsible deck and engineering personnel.

(2) In consultation with the ship owner, inspect the ship's cargo gear and hatch mechanisms, ramps, cranes and watertight door mechanisms prior to the ship working cargo.

B-2-5-3 PRE-ON-HIRE (*PRE-AWARD SURVEY*)

When directed or approved by COMSC, a pre-award/pre-on-hire survey prior to the on-hire survey may be conducted. This inspection will serve to establish whether the contractor can meet the minimum service requirements and whether the ship is acceptable for on-hire status. MSC personnel conducting this survey may be all or part of the joint on-hire survey team (*see Article B-2-5-4*). The contractor will at a minimum furnish sufficient personnel to operate the cargo gear and to escort government personnel about the ship. The purpose of the pre-on-hire/pre-award survey is to assess the overall acceptability of the ship prior to the actual on-hire survey. Should the inspection indicate that the ship is unsuitable for the required service, the contractor will be notified that the ship does not meet the requirements. The ship will not be inspected again until the contractor indicates that deficiencies have been corrected and is ready for reinspection. During the pre-award/pre-on-hire survey the contractor must be informed that no comment or silence on the part of the Government does not indicate acceptance by the Government and the inspection in no way will be construed as a waiver of the contractor's responsibility to successfully pass an on-hire survey.

B-2-5-4 JOINT ON-HIRE SURVEY

a. The MSC Area Commander having cognizance over the port at which a time-chartered or bareboat chartered ship is to be delivered will be advised of provisions applicable to commencement of the charter and will coordinate all arrangements for acceptance of the ship. An on-hire survey will be jointly conducted by representatives of MSC and the owner to verify the condition of the ship at time of delivery and to verify that requirements of the contract have been met. The survey and the report thereof should be as thorough and complete as possible. It is very important that even minor discrepancies such as chips and dents noted be fully reported. This will prevent the Government being charged at time of redelivery for damage incurred prior to delivery and acceptance of the ship.

b. The survey shall cover the following general areas:

(1) Items subject to stevedore damage, such as, but not limited to cargo gear, railings, ladders, ramps, hatch covers and deck plating.

(2) Areas subject to damage by external impact or collision such as, but not limited to hull plating, rudder, propeller and hull frames.

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- (3) Pumps and piping to tanks which affect the ship's trim and stability.
 - (4) Pumps and piping affecting the condition of the cargo, such as, but not limited to bilge pumps and piping, ventilation mechanisms and air quality mechanisms.
 - (5) Bridge, navigation and communication equipment.
 - (6) Items affecting the safety of any passengers (*lifeboats, firefighting equipment, etc.*).
 - (7) Operation of equipment, machinery and devices used in specialized cargo operations, such as, but not limited to launching/loading machinery in LASH and SEABEE type ships, including barges in use and similar equipment.
 - (8) Operation of tanker cargo equipment and systems such as cargo pumps, ballast pumps, hose handling equipment, record of hydrostatic tests of pipelines, cargo valves, segregated ballast systems, inert gas systems, high level/overflow alarm systems and regulatory compliance as required by the Charter.
 - (9) Engine room equipment when applicable to the nature of the mission, such as APF assignment, and when so designated by COMSC.
 - (10) GFP onboard the ship providing make, type and serial number. Such list shall include contractor-acquired property to which to Government has title by contract.
- c. MSC 4355/1 and 4355/1A through 4355/1J will be used as checklists for the survey. Since the survey also will determine whether or not the specific requirements of the RFP have been met, team members should transfer RFP requirements to the checklists prior to initiating the survey.
 - d. The Joint Survey Report for Ship Delivery (*including all checklists*) will be submitted by most expeditious mail within 10 working days after completion of the on-hire survey. In addition, a message to COMSC will indicate time/date/place ship was accepted on-hire and consumables onboard.
 - e. For long-term time or bareboat-charters, the services of a reputable independent surveyor is recommended.

B-2-5-5 DELIVERY

a. Upon successful completion of the delivery survey, and verification that the ship is in all respects ready for service and in full compliance with available contractual documents, a Report of Ship Delivery will be executed by representatives of MSC and the owner. The date and time of ship's acceptance on-hire will be in accordance with applicable provisions of the charter. In the event the ship is not in all respects ready to perform, the Notice of Readiness tendered by the Master may be deemed invalid in which case the Master may be required to re-tender the ship or, acceptance may be deferred until satisfactory correction of deficiencies is completed. If, due to extenuating circumstances, the ship has commenced working prior to the delivery survey and deficiencies which render the ship unacceptable for delivery are found during survey, such deficiencies must be corrected by the owner and the circumstances reported to COMSC immediately for action consistent with off-hire provisions of the charter.

b. The Report of Ship Delivery/Redelivery, MSC Report and Form 4355-2, will be submitted by most expeditious mail within 3 working days after completion of the on-hire survey.

B-2-5-6 JOINT OFF-HIRE SURVEY

a. The MSC Area Commander having cognizance over the port at which a time-chartered or bareboat-chartered ship is to be redelivered will be advised of the provisions applicable to termination of the charter and will be responsible for all redelivery arrangements. An off-hire survey will be jointly conducted by representatives of MSC and the owner to verify the condition of the ship at the time of redelivery, and to ensure recovery of any Government furnished property/equipment assigned to the contractor for shipboard use during the period of the charter. The decision to leave GFP onboard a ship planned for redelivery will be made at MSC Headquarters. Drydocking will not be required on behalf of MSC without prior approval or direction from COMSC. Personnel representing MSC during the off-hire survey are not authorized to accept liability for damage or for the cost of repairs.

b. The Joint Survey Report for Ship Redelivery will be submitted by most expeditious mail within 3 working days after completion of the survey.

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B-2-5-7 REDELIVERY

a. Near the end of the charter period, COMSC will issue message or letter instructions for ship redelivery or release the ship to the owner. These instructions will designate the port and expected arrival time and other operational information concerning the ship's activities. Upon completion of the off-hire survey and verification of the ship's condition at termination of employment under the charter, a Report of Ship Redelivery will be executed by representatives of MSC and the owner. When MSC elects to redeliver without performing repairs, removals and other work for charterer's account, the ship will be redelivered when free of cargo and the off-hire survey is completed. Whenever possible, the redelivery survey will be undertaken simultaneously with cargo discharge.

b. When informed that a specific ship will be redelivered by COMSC, ship redelivery arrangements will be made by the designated MSC representative in coordination with the owner/operator. In the absence of special instructions to the contrary, the ship is to be released to the owner/operator as promptly as possible after the ship is free of cargo, if cargo is consigned to the redelivery port. The MSC representative will be available to undertake this action as soon as possible. If a detailed off-hire survey is required, COMSC will issue special instructions by letter. A message and letter Certificate of Redelivery will be submitted in accordance with this section. The executed Report of Ship Delivery/Redelivery, MSC Report and Form 4355-2, including notification of fuel onboard at the time of redelivery will be submitted by most expeditious mail within 3 working days after completion of the redelivery survey.

B-2-5-8 REPORT DISTRIBUTION

a. MSC 4355/1 and 4355/1A through 4355/1J (*Joint Survey Report for Ship Delivery/Redelivery*) shall be distributed as follows:

(1) Original and two copies to appropriate COMSC Program Manager/contracting officer.

(2) Copy retained by the MSC Area Commander responsible for the survey.

(3) Copy to ship's Master.

(4) Copy to the ship's owner.

(5) Copy to the parent MSC Area Command when the survey is conducted by an MSC Office.

b. Copies of MSC 4355/2 (*Report of Ship Delivery/Redelivery*) shall be distributed as follows:

(1) Original and two copies to appropriate COMSC Program Manager/contracting officer.

(2) Copy retained by the MSC Area Commander responsible for delivery/redelivery.

(3) Copy to the ship's Master.

(4) Copy to ship's owner.

(5) Copy to the parent MSC Area Command when the survey is conducted by an MSC Office.

c. The reporting requirements of this article are approved for 3 years only from the date of this instruction and are assigned Report Control Symbol MSC 4355-1 and MSC 4355-2.

NOTE: *Forward requests for MSC 4355/1, 4355/2 and 4355/1A through 4355/1J to: Military Sealift Command (N0021), Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.*

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 2 - OPERATIONS

SECTION 6 - PUBLICATIONS, CHARTS AND FORMS

General.....	B-2-6-1
Publication Sources of Supply	B-2-6-2
Forms.....	B-2-6-3
List of Publications	B-2-6-4
Nautical Charts and Publications.....	B-2-6-5

B-2-6-1 GENERAL

This section prescribes minimum required publications, charts and forms for MSC tankers. Contract and charter-operators and general agents are responsible for obtaining them and ensuring that all changes are made.

B-2-6-2 PUBLICATION SOURCES OF SUPPLY

Sources of supply and "Source of supply" paragraph letters from the "List of Publications" are provided below:

- a. Nearest U. S. Navy supply activity.
- b. Commandant (*G-CNC*), U. S. Coast Guard, Washington DC 20593.
- c. Department of the Navy, Military Sealift Command, Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.
- d. Superintendent of Documents, U. S. Government Printing Office, Washington DC 20402-0001.
- e. National Imaging and Mapping Agency (*NIMA*), Washington, DC 20315-0002 is the activity designated to receive and process requisitions for all NIMA products. USNS tankers will use requisitioning procedures described in Article 2-15-2. Chartered tankers may procure charts through the NIMA Office of Distribution Services or NIMA Sales Agents listed in the NIMA Catalog of Maps, Charts and Related Products Part 2 - Hydrographic Products, Volume X - Miscellaneous Charts and Publications.
- f. Chief of Naval Operations (*DNC*), Department of the Navy, Washington DC 20350.

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- g. Equity Publishing Company, Oxford NH.
- h. U. S. Naval Institute, Annapolis MD 21402.
- i. Marine Office of America, 123 Williams Street, New York NY 10038; and 253 Pine Street, San Francisco CA.
- j. Nearest U. S. Coast Guard Marine Inspection Office of the U. S. Coast Guard.
- k. Naval Inventory Control Point (*NAVICP*), 700 Robbins Ave., Philadelphia PA 19111-5098.
- l. U. S. Naval Supply Center, Norfolk VA 23511; U. S. Naval Supply Center, Oakland CA 94614; or U. S. Naval Station, Navy Yard Annex, Washington DC 20390.

B-2-6-3 FORMS

The forms described in this appendix are summarized below.

Subject	Source	Reference
Port and Terminal Information Report (<i>MSC 3171/1</i>)	COMSC N0021	B-2-3-4
Refueling-at-Sea Equipment and Material Report (<i>MSC 3180/2</i>)	COMSC N0021	B-2-2-6 COMSCINST 3180.2J
Ullage Report (<i>MSC 4020/2</i>)	COMSC N0021	B-2-2-14 - B-2-2-15
Tanker Voyage Report (<i>MSC 4020/18</i>)	COMSC N0021	B-2-3-6
Joint Survey Report for Ship Delivery and Redelivery (<i>MSC 4355/1 and 4355/1A through 4355/1J</i>)	COMSC N0021	B-2-5-1 - B-2-5-8
Report of Ship Delivery/Redelivery (<i>MSC 4355-2</i>)	COMSC N0021	B-2-5-1 - B-2-5-8
Cargo Exception Report (<i>MSC 4610/63</i>)	COMSC N0021	B-2-2-5
Voyage Information Planning and Analysis System (VIPS)	COMSC N0021	B-2-3-5
Ship Readiness Inspection for Hazardous Cargo (<i>MSC 9032/1</i>)	COMSC N0021	B-2-2-2, B-2-2-3

B-2-6-4 LIST OF PUBLICATIONS

Publication Number	Title or Description	Source of Supply	Requirement
CHIEF OF NAVAL OPERATIONS			
ACP 129	Communications Instructions Visual	a	1
NWP 3-02.21	MSC Support of Amphibious Operations	a	1
NWP 4-01.4	Replenishment at Sea	a	1
NTP 3	Telecommunications Users Manual	a	1
NTP 10	Communications Instructions for Ships Controlled by MSC	a	1
NAVAL SEA SYSTEMS COMMAND			
NAVSEA Series 0901-LP-Q00-000 Chapter 001 General	Naval Ships Technical Manual Chapters	c	1 copy# of each chapter 0901-LP-001-0000#
Ships shall hold above general chapter which contains index of technical chapters available. Masters are to obtain all chapters appropriate for their ship operations, power plant and associated equipment.			
MISCELLANEOUS			
	The Air Almanac	e	1
	The Nautical Almanac	e	2
	FCC Rules and Regulations, VOL IV (<i>includes Part 83 - Stations on Shipboard in the Maritime Service</i>)	g	1
	FCC Rules and Regulations, VOL I (<i>includes Part 13 - Commercial Radio Operators</i>)	g	1
	Dutton's Navigation and Nautical Astronomy (<i>Latest Edition</i>)	j	1
	Suez Canal Authority Rules of Navigation (<i>Latest Edition</i>)	Suez Agent	1
	International Radio Regulations, (<i>Final Acts, Telecommunications Convention, Geneva, 1959</i>)	D	1
	Marine Laws -Navigation and Safety (1963) and latest supplement	i	1
	Accident Prevention for Tank Ships	k	1
CFR 35	Panama Canal	e	1
	The Ship's Medicine Chest and First Aid at Sea, USPHS & HEW	e	1
	Radar Instruction Handbook	MARAD	1

USNS only

B-2-6-5 NAUTICAL CHARTS AND PUBLICATIONS

USNS tankers are authorized to requisition "**For Official Use Only (FOUO)**" charts on a reimbursable basis. Required FOUO charts will be requisitioned on DD Form 1348 from the NIMA Distribution Control Point. When urgently required, Masters may obtain **FOUO** charts from Branch Offices. See Articles 2-16-3 and 2-16-4 for additional information on nautical charts and publications.

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 2 - OPERATIONS

SECTION 7 - ASHORE MANAGEMENT AND SUPPORT

MSC/MTMC Memorandum of Agreement.....	B-2-7-1
MTMC Terminal Operations	B-2-7-2

B-2-7-1 MSC/MTMC MEMORANDUM OF AGREEMENT

An MSC/MTMC Memorandum of Agreement dated 8 April 1983 (*as amended by COMSC WASHINGTON DC 152212Z JUN 83 which deleted item 20*) sets forth, defines and agrees to certain services and costs relating to MTMC stevedoring and terminal services and MSC Force dry cargo ships. MSC activities, with responsibilities at MTMC serviced ports shall be guided by this MOA.

B-2-7-2 MTMC TERMINAL OPERATIONS

MTMC Regulation No. 55-69, *Subj: Terminal Operations*, promulgates MTMC terminal operations policies and procedures. MSC activities with responsibilities at MTMC serviced ports shall be familiar with the contents of this MTMC regulation.

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 3 - PHYSICAL AND INFORMATION SECURITY

SECTION 1 - GENERAL

Cargo Security.....	B-3-1-1
MSC and Loading Terminal Responsibility for Cargo	B-3-1-2

B-3-1-1 CARGO SECURITY

a. In addition to classified material defined in paragraph b below, maximum security must also be provided for protected cargo. Protected cargo is defined as cargo of unusual value which must be carefully checked onboard and securely stowed to prevent pilferage or sabotage damage.

(1) Any loss of protected cargo while in the custody of the ship will be investigated immediately. The Master shall order a search of the ship and take every other possible action to recover the missing cargo. If unable to locate the missing cargo, he shall report immediately to the cognizant Sealift Operational Task Group Commander and MSC Area Commander, stating all circumstances surrounding the incident, extent of security maintained, opinion as to how the loss occurred, result of search of the ship and recommendations. If the loss is discovered at sea, the MSC activity at the next port of call shall be made an information addressee on the report.

(2) The security measures to be taken in connection with protected cargo and classified material shall also apply to U. S. Mail. A message report to the cognizant Sealift Operational Task Group Commander, MSC Area Commander and COMSC is mandatory with respect to the loss of protected cargo, classified material or U. S. Mail. Message reports will be followed by detailed letter reports. This report is assigned Report Control Symbol MSC 5510-1.

b. Cargo Requiring Special Handling. Material classified as **TOP SECRET, SECRET** or **CONFIDENTIAL** requires maximum security and special handling. It is a responsibility of the cognizant shipper service to provide military escorts for the shipment of material classified as TOP SECRET and SECRET. Under no circumstances will officers onboard MSC Force dry cargo ships accept personal responsibility and custody of material for transmission of a classification higher than CONFIDENTIAL. Whereas SECNAVINST 5510.30A, *Subj: Department of the Navy Personnel Security Program*, permits civil

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service mariner (*CIVMAR*) officers onboard MSC ships to accept **CONFIDENTIAL** material for shipment, it is COMSC policy, because of the large number of other important duties inherent in their position assignments, that officers of MSC Force ships not accept custody and responsibility for **CONFIDENTIAL** material except in emergency and/or when no other acceptable mode of transportation is available.

(1) In the event that **CONFIDENTIAL** material is accepted for shipment in an MSC Force dry cargo ship, the cognizant MSC activity shall ensure that the material is encased in security containers and that the stowage requirements specified in the above referenced OPNAV instruction are met in every respect.

(2) When **CONFIDENTIAL** material is booked/cleared by an MSC activity, a letter will be prepared in advance of loading. The letter will designate to the shipper service and the ship, the name of the ship's officer (*normally the Chief Officer*) who is to have custody of the material and will request the shipper service to obtain approval of such officer for the planned stowage of the **CONFIDENTIAL** material. The loading terminal will be requested to schedule the loading of **CONFIDENTIAL** material with the prospective custodian, so that a complete check may be made. The loading terminal will also be requested to provide extra sets of the Navy cargo documents and Army dock receipts covering the **CONFIDENTIAL** material for the purpose of checking to and from the ship. If the Army dock receipts are not prepared, specific receipts listing each lot of **CONFIDENTIAL** material will be requested.

(3) The Master will ensure that deck officers are thoroughly familiar with these instructions. On receipt of letters designating an officer as custodian for the carriage of **CONFIDENTIAL** material, the Master will ensure that the custodian receives proper cooperation from the loading and discharge terminals.

(4) Upon receipt of notice that he is to be custodian of classified material, the designated ship's officer will:

(a) In coordination with the loading terminal and the local MSC activity either designate the stowage for the cargo or approve the preplans for stowage.

(b) Ensure that the loading terminal has prepared for his use, three sets of either the Navy cargo documents, Army dock receipts or special receipts covering the classified material.

(c) Arrange with the loading terminal for a schedule for loading the classified cargo.

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(d) Make, or cause to be made to his satisfaction, a physical check of the cargo against the cargo documents mentioned above, and personally receipt to the loading terminal on each document for the cargo covered therein.

(e) Be responsible for the security of the classified cargo enroute. Every effort shall be made to stow such cargo in spaces that can be locked and/or sealed. When, due to volume or other factors, the cargo must be stowed in open holds it will, if practical, be buried under other compatible cargo. At intermediate ports, exposed classified cargo in open holds will be placed under constant guard checked by supercargoes, if any, during the voyage.

(f) Using a set of cargo documents, incidental to those on which he receipted to the loading terminal, ensure that an accredited representative of the discharge terminal physically checks the cargo on discharge and acknowledges for receipt on each cargo document. A set of documents may be provided to the discharge terminal for their records.

(g) Ensure that the receipt documents are filed (*classification permitting*) with the retained copy of the manifest. The receipt documents shall be retained on file for 1 year. If outturn reports or other information provided the ship indicate a loss in transit of any of the items covered, all documents will be retained until completion of any investigation of the loss.

(h) In event that a shortage is discovered at the time of discharge, a report will be made immediately to the MSC activity at the loading terminal with copy to the cognizant MSC Area Commander.

(5) The MSC activity having cognizance over the loading of **CONFIDENTIAL** cargo will ensure that:

(a) All classified cargo has been so designated at the time of booking/clearance.

(b) A letter, designating the ship's officer as custodian of the classified material, has been issued by the MSC booking/clearance activity.

(c) The MSC representative supervising the loading shall discuss procedures with the Master and the designated custodian, and coordinate the loading with the shipper service terminal representative.

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(6) The MSC activity at the discharge port will ensure that a terminal representative authorized to take custody of the **CONFIDENTIAL** material is designated and present to check, take custody of and receipt for the material.

(7) OPNAVINST C8126.1A, *Subj: Navy Nuclear Weapon Security Manual (U)*, and such other pertinent instructions as may be issued, will govern the handling, stowage and safeguarding of nuclear weapons when transported as cargo in MSC dry cargo ships.

B-3-1-2 MSC AND LOADING TERMINAL RESPONSIBILITY FOR CARGO

The loading terminal is responsible for cargo loaded onboard ship until actually receipted for by the Master. MSC responsibility for cargo ends when it is accepted free onboard at destination. The unloading terminal then assumes responsibility even though the cargo is not yet discharged from the ship.

a. When cargo is loaded or discharged at more than one port, the Master is responsible during loading or unloading operations for cargo already onboard and accepted which is scheduled for discharge at a subsequent port.

b. The loading and unloading terminal may station security guards when cargo is being loaded or unloaded, and, under certain conditions, may assign security personnel to accompany cargo of a special and classified nature.

APPENDIX B - *TANKERS and DRY CARGO SHIPS*

PART 4 - *COMMUNICATIONS*

Note: There are no unique COMSC communications policies or procedures for MSC tankers and dry cargo ships (*see SOM Chapter 4*).

APPENDIX B - TANKERS and DRY CARGO SHIPS

PART 5 - ADMINISTRATION AND PERSONNEL

**SECTION 1 - TANKER ENGINEERING CASUALTY CONTROL DRILLS
(CONTRACT-OPERATED USNS ONLY)**

General.....	B-5-1-1
Sample Casualty Drills	B-5-1-2

B-5-1-1 GENERAL

a. There are no unique administration and personnel policies and procedures for MSC dry cargo ships (*see SOM Chapter 5*).

b. Engineering Casualty Control Manual. Each contract-operated USNS tanker shall formulate specific engineering casualty instructions and procedures applicable to its own plant. COMSCINST 3541.6A, *Subj: Engineering Casualty Exercises*, may be used as a guide in this effort. Since the manual is for watch personnel, it should not contain operating instructions or maintenance procedures for machinery as found in manufacturer's instruction manuals. The manual should include the following:

(1) Brief descriptions of the machinery and systems comprising the engineering plant such as main propulsion machinery, main steam system, auxiliary steam and exhaust systems, condensate and feed systems, main air ejectors, steam and fresh water drain systems, electric plant and power distribution systems, compressed air systems, fire-main system, fuel oil transfer and service systems, lube oil system and ventilation system. For diesel-propelled ships, such additional systems as main engine fuel oil, lube oil, jacket water and cooling water systems should be included.

(2) Line diagrams of the cargo system, main and auxiliary steam systems, fire-main and steam smothering systems, showing the number and location of valves and remote controls. This will facilitate the location of valves and fittings.

(3) Outline of the standard engineering watch routine.

(4) A casualty procedure section similar to the sample procedures contained in Article B-5-1-2. This is an important section of the manual containing standard procedures for handling machinery casualties in order to minimize damage. Every foreseeable casualty should be listed with clear and concise corrective action outlined in each case.

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B-5-1-2 SAMPLE CASUALTY DRILLS

a. One of the following typical engineering casualty drills shall be held at sea once a week at the discretion of the Master and Chief Engineer when it can be performed in a safe, practicable and reasonable manner. A different drill may be held each week and rotated among the different watches so that all personnel have an opportunity to participate in the different drills. Participants must be briefed on actual or simulated actions and problems calculated to arise during the drill. *Safety note: When a casualty drill cannot be handled by the personnel without danger or injury of material damage due to the operation or lack of preparation or experience, it should be simulated.*

b. Sample Casualty Drills. (Must be modified to fit each ship's equipment.)

(1) Loss of Main Feed Pressure

Caused by:

- (a) Ruptured feed tank/DC heater.
- (b) Empty DA tank/DC heater.
- (c) Broken part on pumps.

Discussion: Loss of main feed pressure can be a very serious casualty, as a low water casualty may result if feed pressure is not immediately restored or boilers secured. This ship is equipped with an auxiliary and a main feed line and can be operated either automatically or manually. In case of an empty surge/feedwater tank, a cold suction can be taken with the emergency surge/feedwater tank. For example, the auxiliary feed pump will supply the normal need of two boilers with the propeller making approximately half-peed.

Action:

- (a) Check feed pump to make sure it is lined up properly.
- (b) Cut in steam to auxiliary feed pump.
- (c) Start standby main feed pump on hot suction.
- (d) When normal conditions have been restored, place auxiliary feed pump back on standby condition.

(2) Low Water in Boiler

Caused by:

- (a) Improper watch standing.
- (b) Feed pump failure.
- (c) Leaks in feed line.
- (d) Defective check valve.
- (e) Low water in feed tank, etc.

Discussion: Low water is one of the most frequent and serious emergencies that arises in a boiler room. With a hot fire under a boiler and with insufficient water in the boiler to absorb heat given off by the furnace, warping of boiler casing, distortion of heating surfaces, destruction of brickwork, serious steam and water leaks and danger of boiler explosion are bound to result. When the water level in a boiler falls low enough to uncover portions of the tubes, and other conditions remaining the same, the steam pressure will drop. Ordinarily, there is a tendency to counteract a drop in steam pressure by increasing the firing rate. This procedure is correct in most cases; if, however, the drop in pressure is due to low water, accelerating combustion will cause serious damage. The possibility of a drop in steam pressure being the result of low water must always be borne in mind, and when any unusual drop in steam pressure occurs that is not apparent, the water level in the gauges shall be checked before cutting in additional burners.

Action:

- (a) Shut off oil supply to all burners on boiler affected.
- (b) Notify the bridge by ringing telegraph and slow down to steaming capacity of other boiler.
- (c) Close feed to check valves.
- (d) Close main boiler steam stop valves and isolate from other boiler.
- (e) Open the safety valves by hand cautiously and relieve the boiler pressure gradually.

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(f) Close the burner register shutters and, if feasible, diminish the air supply to the boiler by stopping the blower.

(g) Do not attempt to restore the normal water level by increasing the supply of feed water. By allowing the boiler to cool gradually, any overheated parts will be subjected to an annealing process, thus minimizing damage to the boiler pressure parts.

(h) When the boiler has cooled, make a careful inspection of water and fire sides of the boiler.

(3) Flareback in Boiler Furnace

Caused by:

(a) The explosion of a mixture of oil vapor or gas and air in the furnace double casing or uptakes.

(b) Blower failure, damper movement, etc.

Discussion: A flareback occurs when the pressure in the furnace temporarily exceeds that in the boiler air casing. A flareback is most likely to occur when lighting off or when attempting to relight a burner from a hot brick wall. Particular attention should be taken when lighting off without forced draft blower service or without use of fuel oil heaters.

Action:

(a) Increase air supply to affected boiler.

(b) Secure oil supply to burners if fire is blown out.

(c) Inspect for and extinguish any fires which may have been started by the flareback.

(d) Remove any burned or injured personnel from danger area.

(e) Notify engineer in charge and bridge as soon as possible.

(f) Make every effort to maintain propulsion service with remaining boiler if the ship is underway.

(g) Relight fires with torch if such action is considered to be safe.

(h) Make thorough inspection of boiler casing and brick work through peep holes.

(4) Steering-Engine Casualty

Caused by: Mechanical or electrical failure of the power unit.

Discussion: Engineers should know the procedures for shifting to alternate steering. Training and instructions for engineers in steering-engine casualties shall be included with the engineering casualty weekly drills. Once every 3 months this drill will be performed with the deck department by actual steering from the after station.

Action:

(a) Immediately notify the bridge and engineroom watch officers about the steering casualty.

(b) Shift steering control to the steering-engineroom.

(c) Simulate use of trick wheel, hydraulic rudder positioning and mechanical rudder positioning.

(d) When drill is performed with deck department, remove locking pin from its normal position and insert it to regain control by trick wheel. The wheelsman shall man the designated trick wheel.

(e) Complete electrical power failure drill.

(1) For hydraulic rudder positioning, bring oil in hydraulic pump tank to indicated level. Open cock and set valves for rudder positioning. Crank pump until desired rudder angle is obtained. Lock in position by closing valves.

(2) For mechanical rudder positioning, release locking pawls and turn jack nuts until they bear on their respective yokes. Set valves for bypassing cylinders. Back off on one set of jack nuts and follow up on the other set until desired rudder angle is obtained.

APPENDIX B - *TANKERS and DRY CARGO SHIPS*

PART 6 - *ENTRY AND CLEARANCE*

Note: There are no unique COMSC entry and clearance policies and procedures for MSC Force dry cargo ships or tankers (*see SOM Chapter 6*).

APPENDIX B - *TANKERS and DRY CARGO SHIPS*

PART 7 - *MAINTENANCE AND REPAIR*

Note: There are no unique COMSC maintenance and repair policies and procedures MSC Force dry cargo ships or tankers (*see SOM Chapter 7*).

APPENDIX B - *DRY CARGO SHIPS*

PART 8 - *MATERIALS, SUPPLIES AND SERVICES*

Note: There are no unique COMSC material, supply and service policies or procedures for MSC Force dry cargo ships (*see SOM Chapter 8*).

APPENDIX B - *TANKERS and DRY CARGO SHIPS*

PART 9 - *SAFETY AND POLLUTION*

Note: There are no unique COMSC safety and pollution policies and procedures for MSC dry cargo ships and tankers(*see SOM Chapters 9 and 11*).

APPENDIX C

SPECIAL MISSION SUPPORT FORCE SHIPS

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

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APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

ADDITIONAL REFERENCES

1. The following directives are referenced in Appendix C. As appropriate, they should be read in conjunction with the appendix.

OPNAVINST 3128.9C **Diplomatic Clearance for Certain U.S. Navy Marine Data Collection Activities in Foreign Jurisdictions**

46 CFR 147 **Regulations Governing Use of Dangerous Articles as Ship's Stores and Supplies of Vessels**

46 CFR Subchapter U **Oceanographic Research Vessels**

2. The following COMSC and Mission Sponsor Memorandums of Agreement (*MOAs*) are referred to in Appendix C. As appropriate, they should be read in conjunction with the appendix.

COMSC/Commander Naval Meteorology Command (*COMNAVMETOCOM*)
COMSC/Commander Space and Naval Warfare Systems Command (*COMSPAWARSSYSCOM*)
COMSC/Commander Submarine Forces, U.S. Atlantic Fleet (*COMSUBLANT*)
COMSC/Commander Naval Surface Warfare Center (*NSWC*)
COMSC/Director, Strategic Systems Programs (*DIRSSP*)
COMSC/Air Force Intelligence Agency (*AIA*)

3. As appropriate, MSC special mission ship charter parties and operating contracts should be read in conjunction with Appendix C.

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APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 1 - INTRODUCTION

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C-1-1-1 APPLICABILITY

a. The policies and direction contained in this appendix are applicable to all MSC Special Mission Support Force ships, special mission ship operators (*both contract and charter*), MSC activities and any other person or activity connected with the operation and administration of MSC Special Mission Support Force ships.

b. Nothing contained herein shall be construed as relieving the Master, any officer, crewmember or any other person of his responsibility as defined by law, or the exercise of sound judgment.

C-1-1-2 ADMINISTRATIVE CONTROL

a. COMSC Responsibilities. As the Navy's Administrative Commander and Type Commander (*TYCOM*) for Sealift, COMSC retains overall responsibility for the readiness of all MSC Force ships, including Special Mission Support Force ships. The purpose of administrative control (*ADCON*) is to develop and maintain fleet readiness--in terms of personnel, training and material.

b. Special Mission Ships Program Manager. The Program Manager (*PM2*) is responsible for all aspects of management of the programs for Missile Range Instrumentation Ships, Ocean Surveillance Ships, Oceanographic and Acoustic Survey Ships and Cable Ships. This includes ensuring that customer requirements are met; maintaining readiness of all program assets; developing overall strategic planning; formulating program policy and long term plans for resource and utilization; formulating and managing program budgets and allocation of resources and acting as funds administrator; executing COMSC Type Commander (*TYCOM*) functions including life cycle management, ship readiness, maintenance and repair and logistics support.

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c. ADCON. The ADCON of all Special Mission Ships and contract administration responsibilities for all contract operated cable, range and oceanographic survey ships is assigned to the Cable, Range and Oceanographic Ship Project Office (*PM22*), located at Camp Pendleton, Virginia Beach, VA. Other MSC subordinate commands assist in fulfilling ADCON responsibilities.

d. Time-Chartered Ships. On occasion, COMSC time-charters ships to meet special mission sponsor requirements. COMSC normally exercises ADCON of such time-chartered special mission ships, however, this function may be delegated to a Sealift TYCOM Group Commander. ADCON is exercised in accordance with the charter party provisions and COMSC directives. Other MSC subordinate commands assist COMSC or the designated Sealift TYCOM Group Commander in fulfilling ADCON responsibilities.

C-1-1-3 SPECIAL MISSION SPONSORS AND SHIPS

a. Sponsors of the MSC Special Mission Support Force and the specific ships in this force are listed below: (*Note: No chartered ships are included.*)

(1) Commander Naval Meteorology Command (*COMNAVMETOCCOM*)

USNS KANE	T-AGS 27	USNS SUMNER	T-AGS 61
USNS JOHN McDONNELL	T-AGS 51	USNS BOWDITCH	T-AGS 62
USNS LITTLEHALES	T-AGS-52	USNS HENSON	T-AGS-63
USNS PATHFINDER	T-AGS 60	USNS BRUCE C HEEZEN	T-AGS 64

(2) Commander Space and Naval Warfare Systems Command (*COMSPAWARSSYSCOM*)

USNS ZEUS	T-ARC 7
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(3) Director, Strategic Systems Programs (*DIRSSP*)

USNS WATERS	T-AGS 45
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(4) Air Intelligence Agency (*AIA*)

USNS OBSERVATION ISLAND	T-AGM 23
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(5) Commander Naval Surface Warfare Center (*NSWC*)

USNS HAYES	T-AG 195
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b. Memorandums of Agreement. COMSC and each mission sponsor have MOAs which specify the functional relationships and administrative, operational, personnel and financial responsibilities of each organization.

C-1-1-4 CONTRACT-OPERATOR

The Oceanographic vessels are or are intended to be contract-operator operated. They may be CIVMAR operated after fleet introduction until delivered to contract-operator.

C-1-1-5 CONFLICTS WITH CONTRACTS

In the event of conflicts between specific articles of this appendix and the provisions of a charter party contract or operating contract, the contract provisions will take precedence.

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 2 - OPERATIONS

SECTION 1 - GENERAL

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Operation Orders.....	C-2-1-3

C-2-1-1 OPERATIONAL CONTROL

OPCON policies and procedures described in Article 2-1-5 apply to MSC Special Mission Support Force ships. OPCON will normally be exercised a Sealift Operational Task Group Commander based on specified area of responsibility (*AOR*) (*see Article 2-1-4*). In certain instances, such as cable operations, mission OPCON is exercised by a FLTCINC task organization commander other than the Sealift Operational Task Group Commander. OPCON may be exercised through a Task Group Commander Designation, from within the Fleet Commander's organization, given to the MSC Area Commander (*e.g., CTG 40.6*). The Area Commander may further designate a Subarea Commander (*e.g., CTU 40.6.2*). When so organized, the Area Commander is responsible for port visit and logistic arrangements. The Fleet Commander may also give OPCON of a unit to a Task Force Commander which has no subordinate MSC Command (*i.e., CLF assigning a unit to CTF 184*). In this case, the Fleet Commander maintains full responsibility for the unit.

C-2-1-2 SCHEDULING

Sponsors develop proposed special mission ship schedules in coordination with MSC. Once approved, MSC Special Mission Support Force ship schedules are promulgated by COMSC.

C-2-1-3 OPERATION ORDERS

For certain special mission operations, sponsors develop operation orders (*OPORDs*). As appropriate, Sealift Operational Task Group Commanders, or their designated subordinates, will reference applicable *OPORDs* in Special Mission Support Force ship sailing orders.

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 3 - PHYSICAL AND INFORMATION SECURITY

Note: There are no unique COMSC physical or information security policies or procedures for Special Mission Support Force ships (*see SOM Chapter 3*).

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 4 - COMMUNICATIONS

Note: There are no unique COMSC communications policies or procedures for Special Mission Support Force ships (*see SOM Chapter 4*).

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APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 5 - ADMINISTRATION AND PERSONNEL

Note: With the exception of COMSC and mission sponsor Memorandums of Agreement (*MOAs*), there are no unique administration and personnel policies or procedures for Special Mission Support Force ships (*see SOM Chapter 5*).

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 6 - ENTRY AND CLEARANCE

Note: Mission sponsors are required to obtain diplomatic clearance for survey in territorial waters of foreign countries and/or on the contiguous shelves (*see Article 6-4-3*). With this exception, there are no unique COMSC entry and clearance policies or procedures for Special Mission Support Force ships (*see SOM Chapter 6*).

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 7 - MAINTENANCE AND REPAIRS

SECTION 1 - GENERAL

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C-7-1-1 MEMORANDUMS OF AGREEMENT

Memorandums of Agreement (*MOAs*) between COMSC and mission sponsors include policies, procedures and responsibilities for the maintenance, repair and alteration of sponsor spaces, equipment and systems.

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 8 - MATERIALS, SUPPLIES AND SERVICES

Note: There are no unique COMSC material, supply and service policies or procedures for Special Mission Support Force ships (*see SOM Chapter 8*).

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 9 - SAFETY AND POLLUTION

SECTION 1 - GENERAL

Signal Underwater Sound Explosives	C-9-1-1
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C-9-1-1 SIGNAL UNDERWATER SOUND EXPLOSIVES

a. Background

(1) MSC Special Mission Support Force ships may be required to use signal underwater sound (*SUS*) explosives during mission operations. 46 CFR 147, *Regulations Governing Use of Dangerous Articles as Ship's Stores and Supplies on Vessels*, requires that an operations plan including procedures and safety precautions be prepared and posted prior to using explosives for oceanographic research.

(2) The Master is responsible for the safety of his ship and all persons onboard. Accordingly, he has the authority and responsibility to suspend any shipboard operation, including research explosives operations, which endanger the safety of the ship or the lives of personnel. Mission sponsors are generally responsible for providing qualified shooter/observer teams for explosive handling operations.

b. Action. Masters of Special Mission Support Force ships that use research explosives will assure the following:

(1) Post at least two signed copies of MSC 8023/1, *MSC Oceanographic Ship's Explosive Handling Plan*, under Plexiglas in conspicuous areas, one close to the firing area. In compliance with 46 CFR 147, ships which are certified by the U. S. Coast Guard shall forward one signed copy of the explosive handling plan to the Officer in Charge, Marine Inspection who issued the Certificate of Inspection. Revisions or additions to the plan, concerning use of other types of explosives or for other reasons shall also be forwarded to the Coast Guard; copies of these revisions will also be forwarded to the contract-operator.

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(2) When required, assign members of the crew with appropriate explosives training as observer, handler or shooter during explosive operations. NAVORD OP 3696, *Subj: Explosives Safety for Research Vessels*, summarizes safety practices required in handling, assembling, stowing and firing of explosives onboard research ships. Strict adherence to these precautions is required to assure that explosives work is as safe as possible.

C-9-1-2 EXPLOSIVE HANDLING PLAN

An initial supply of MSC 8023/1 has been furnished MSC oceanographic ships.

NOTE: Forward requests for MSC 8023/1, Explosives Handling Plan to: Commander, Military Sealift Command (N0021), Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.

APPENDIX C - SPECIAL MISSION SUPPORT FORCE SHIPS

PART 10 - INSPECTIONS AND TESTS

Note: There are no unique inspection and test policies or procedures for Special Mission Support Force ships (*see SOM Chapter 10*).

APPENDIX D

NAVAL FLEET AUXILIARY FORCE SHIPS

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

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APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

ADDITIONAL REFERENCES

The following directives are referenced in Appendix D. As appropriate, they should be read in conjunction with the appendix.

COMSCINST 3120.2D	Administrative and Operating Procedures for Civil Service Manned Ships (USNS)
COMSCINST 4740.1D	MSC Ocean Tow Procedures
COMSCINST 9670.10B	Installation and Maintenance of Navy Electronics in Certain MSC Ships
NTP 4	Naval Telecommunications Publication - Fleet Communications

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

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APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 1 - INTRODUCTION

SECTION 1 - GENERAL

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D-1-1-1 APPLICABILITY

a. The policies and direction contained in this appendix are applicable to all MSC Naval Fleet Auxiliary Force (*NFAF*) ships (*less T-AGOS*), MSC activities and any other person or activity connected with the operation and administration of *NFAF* ships.

b. Nothing contained herein shall be construed as relieving the Master, any officer, crewmember or any other person of his responsibility as defined by law, or the exercise of sound judgment.

D-1-1-2 ADMINISTRATIVE CONTROL

a. COMSC Responsibilities. As the Navy's Administrative Commander and Type Commander (*TYCOM*) for Sealift, COMSC retains overall responsibility for the readiness of all MSC Force ships, including *NFAF* ships. The purpose of administrative control (*ADCON*) is to develop and maintain fleet readiness -- in terms of personnel, training and material.

b. CIVMAR Manned USNS Ships. *ADCON* of civil service mariner (*CIVMAR*) manned USNS ships is delegated to Sealift Group Commanders/*MSC* Area Commanders.

c. Ready Reserve Force Ships. Certain tankers and dry cargo ships in the Ready Reserve Force (*RRF*) are configured to augment *MSC*'s *NFAF* capability. *ADCON* of these ships is exercised in accordance with the provisions of *MARAD* Ship Manager contracts. When these ships are activated in support of military requirements, *ADCON* passes to COMSC and *MSC* subordinate commands assist COMSC in fulfilling *ADCON* responsibilities.

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D-1-1-3 CONFLICTS WITH CONTRACTS AND SHIP MANAGER CONTRACTS

In the event of conflicts between specific articles of this appendix and the provisions of an operating contract or ship manager contract, the applicable provisions of those documents will take precedence.

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 2 - OPERATIONS

SECTION 1 - GENERAL

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D-2-1-1 OPERATIONAL CONTROL

OPCON policies and procedures described in Article 2-1-5 apply to all NFAF ships. OPCON will normally be exercised by Sealift Operational Task Group Commanders (*see Article 2-1-4*) based on their respective areas of responsibility (*AOR*). However, OPCON may also be exercised by other fleet task organization commanders. Should conditions warrant, OPCON may also be shifted to the responsible MSC Area Commander under a Task Organization assignment provided by the Fleet Commander. Although not all inclusive, this arrangement may be conducted to facilitate minor repairs or logistics deliveries.

D-2-1-2 SCHEDULING

Naval Fleet Auxiliary Force Program Manager/TYCOM Group Commanders/MSC Area Commanders develop NFAF ship schedules in coordination with other fleet representatives. NFAF ship schedules are promulgated in the CINCLANTFLT and CINCPACFLT Quarterly Employment schedules and constitute orders to sail as contained therein.

D-2-1-3 OCEAN TOW PROCEDURES (T-ATF ONLY)

COMSCINST 4740.1D, *Subj: MSC Ocean Tow Procedures*, establishes COMSC policy and procedures for T-ATF ocean tows. All personnel involved in planning and conducting ocean tows shall adhere to the guidance of this instruction.

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 2 - OPERATIONS

SECTION 2 - AFLOAT TRAINING PROGRAM

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D-2-2-1 GENERAL

a. This article applies to all Naval Fleet Auxiliary Force (*NFAF*) underway replenishment (*UNREP*) ships (*both USNS ships and NFAF augmentation ships activated from the RRF*), MSC Project Managers, MSC Area Commanders, MSC Offices and Officers in Charge, Military Departments (*OICMILDEPTs*).

b. One of the most critical missions of MSC is to provide ships ready to replenish naval forces on station in remote areas of the world where a high state of combat readiness is required. Because of the political and cultural volatility of the areas in which fleet ships operate and the general strain on lines of communication experienced by these ships, it is imperative that they be promptly and professionally served by MSC's NFAF ships. These USNS auxiliary ships, manned by civil service mariners (*CIVMARs*) and USN military and the NFAF augmentation ships activated from the RRF, must be fully prepared to accomplish tasks assigned. With that in mind, it is the intention of the COMSC NFAF Program Manager to prepare NFAF underway replenishment (*UNREP*) ships for the demands of their missions.

c. Operational readiness of NFAF UNREP ships is engendered by conducting post-overhaul and post-RRF activation training designed to maximize ships' capabilities. In addition, any readiness deficiencies will be identified and corrected if possible during these training periods.

d. Evaluation of training readiness in NFAF East and NFAF West ships will include ships' participation and performance in JCS, fleet and communication exercises.

D-2-2-2 POLICY AND PROCEDURES

a. General. To achieve a high degree of readiness aboard NFAF UNREP ships, MSC Afloat Training Teams (*ATT*) will conduct Training Availabilities for these ships as soon as possible after routine overhauls, major conversions, RRF activations or, when deemed necessary, extended Midterm Availabilities (*MTAs*). This training, may be scheduled for

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and conducted during inport and at sea periods and will be completed satisfactorily before the ship is placed in Full Operational Status (*FOS*). Training and training evaluation discussed herein will include training required for MSC MILDEPTs aboard MSC ships. Training and Training Readiness Evaluations will be conducted in accordance with Chapter 5 of the manual, other applicable COMSC instructions and directives and as required by the Code Federal Regulations (*CFRs*).

b. Scheduling. NFAF East and NFAF West Project Officers are responsible for scheduling Training Availabilities aboard respective ships. Training Availabilities generally will correspond to NFAF ship overhaul or conversion schedules, or in the case of RRF NFAF augmentation ships, to ship activations. NFAF East/West will schedule a 2-week Training Availability immediately following conversions and a 5-day Training Availability following major overhaul (*biennial*), or RRF activation. The length of the Training Availability may be reduced when evaluation of level of training determines that the ship has met COMSC standards of training readiness.

c. Manning. NFAF East and NFAF West Project Officers will establish ATTs to plan and conduct Training Availabilities and Training Readiness Evaluations. ATTs will be composed of personnel assigned from the following areas of expertise in MSC: navigation, deck, underway replenishment, cargo handling, aviation, engineering, fire fighting, damage control, safety, supply, medical and other areas, as required. Each team will be headed by an ATT Team Leader as designated by NFAF East/West. The Team Leader will constitute and manage the ATT that may be augmented if necessary by best-qualified civilian specialists, non-MSC naval personnel and contractors.

d. Planning. The ATT Team Leader will establish training objectives to be accomplished during the Training Availability in coordination with the ship's Master. The Team Leader will ensure that there are lesson plans and qualified instructors to support training objectives and will plan and schedule training periods to accomplish these objectives. It may be prudent for certain portions of tests, such as engineering equipment reliability testing, to be held concurrently with post-overhaul or RRF activation sea trials. Therefore, some tests may be conducted in advance of the Training Availability. The Team Leader is also responsible for arranging outside assistance when required to conduct/assist in training events, such as UNREP operations and communications. Conduct, substance and training objectives for Training Availabilities may vary among ships because of differences in crew turnover, prior training, extent of the overhaul, missions, etc.

e. Funding. Commands providing ATT members will prepare TAD orders and fund related costs of members' participation; TAD orders will be requested by ATT Team Leaders. Requests for additional funds for unusual or unforeseen costs for ATT operations will be submitted to COMSC during mid-year review. Funding requirements identified subsequent to mid-year submission, will be submitted prior to the end of the fiscal year.

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f. Execution. Training Availabilities will be conducted in accordance with schedules approved by NFAF East and NFAF West Project Officers for respective areas of responsibility. Schedule changes will be approved by NFAF East/West and coordinated with NFAF staffs by ATT Team Leaders. Ships that meet training objectives prior to the end of the Training Availability may be returned to FOS upon recommendation of the Team Leader and approval by NFAF East/West.

g. Serious Readiness Discrepancies. If during the conduct of the Training Availability, the ATT Team Leader determines that the ship has a readiness discrepancy so serious that the Training Availability has to be terminated and/or will preclude the attainment of ship FOS at availability end, this deficiency will be reported immediately in person to the ship's Master and by telephone to NFAF East or NFAF West Project Officer. Team Leaders will provide recommendations and an estimated time for correction of such discrepancies.

h. Reports and Recommendations. The Team Leader will prepare a Post-Training Availability Report on ship training readiness. The report will be submitted to NFAF East/West, copy to COMSC, within 2 weeks following the conclusion of the Training Availability. Readiness deficiencies that were not corrected during the training availability will be annotated as to action required and a date identified for restoration.

i. Follow-up. NFAF East and NFAF West Project Officers are responsible for tracking action taken and time required to correct deficiencies on USNS and RRF NFAF augmentation UNREP ships as determined by the ATT Team Leader in the Post-Training Availability Report. NFAF East/West will keep COMSC informed of corrective actions taken to restore ships' readiness discrepancies; frequency of follow-up reporting of corrective action to be directed by COMSC.

D-2-2-3 RESPONSIBILITIES

a. COMSC will prescribe NFAF East and NFAF West validated training requirements and training requirements standards as provided for in Chapter 5 of this manual.

b. NFAF East and NFAF West Project Officers will establish ATTS and appoint ATT Team Leaders; approve individual, team and ship training objectives derived from COMSC training requirements standards; supervise training; evaluate training readiness; take action to remediate training deficiencies found on respective ships and make necessary reports to COMSC. NFAF East/West will schedule 2-week Training Availabilities immediately following conversions and 5-day Training Availabilities following major overhauls (*biennial*) or RRF activations.

c. ATT Team Leaders will:

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(1) Compile and maintain current lists or potential ATT members including their respective specialties.

(2) Develop an annual ships' Training Availability schedule and submit schedule for approval.

(3) Submit funding requests to support ATT travel and request TAD orders for ATT personnel.

(4) Develop training objectives for approval for each Training Availability in accordance with training standards established by COMSC.

(5) Provide lesson plans and qualified instructors to accomplish training objectives.

(6) Conduct ships' Training Availabilities in accordance with approved schedules.

(7) Submit post-Training Availability Reports detailing ships' training readiness in accordance with report format prescribed by NFAF East and NFAF West Project Officers.

(8) Track, report and assist in the restoration of ship's training readiness discrepancies.

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 3 - PHYSICAL AND INFORMATION SECURITY

Note: There are no unique COMSC physical or information security policies or procedures for NFAF ships (*see SOM Chapter 3*).

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 4 - COMMUNICATIONS

Note: With the exception of Military Departments (*MILDEPTS*), there are no unique COMSC communications policies or procedures for NFAF ships (*see SOM Chapter 4*). *MILDEPTS* shall be guided by the basic communications procedures, logs and files required by NTP 4, Naval Telecommunications Publication - *Fleet Communications*, as well as other applicable fleet telecommunications directives.

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APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 5 - ADMINISTRATION AND PERSONNEL

Note: With the exception of MILDEPTs, there are no unique COMSC administration and personnel policies and procedures for NFAF ships (*see SOM Chapter 5*). MILDEPT administration and personnel policies and procedures are contained in COMSCINST 3120.2D, *Subj: Administrative and Operating Procedures for MSC Civil Service Manned Ships (USNS)*.

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 6 - ENTRY AND CLEARANCE

Note: There are no unique COMSC entry and clearance policies and procedures for NFAF ships (*see SOM Chapter 6*).

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 7 - MAINTENANCE AND REPAIRS

SECTION 1 - GENERAL

Installation and Maintenance of Electronics Equipment (<i>T-AFS, T-AE, T-AO and T-ATF only</i>) D-7-1-1
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D-7-1-1 INSTALLATION AND MAINTENANCE OF ELECTRONICS EQUIPMENT (*T-AFS, T-AE, T-AO AND T-ATF ONLY*)

COMSCINST 9670.10B, *Subj: Installation and Maintenance of Naval Electronics Equipment in Certain NFAF Ships*, applies to T-AFS, T-AE, T-AO and T-ATF ships. The instruction promulgates policy regarding a uniform system for installation and maintenance of Navy electronics equipment in the applicable ships.

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 8 - MATERIALS, SUPPLIES AND SERVICES

Note: There are no unique COMSC material, supply and service policies or procedures for NFAF ships (*see SOM Chapter 8*).

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 9 - SAFETY AND POLLUTION

Note: There are no unique COMSC safety and pollution policies or procedures for NFAF ships (*see SOM Chapters 9 and 11*).

APPENDIX D - NAVAL FLEET AUXILIARY FORCE SHIPS

PART 10 - INSPECTIONS OF SHIPS

Note: There are no unique COMSC ship inspection policies or procedures for NFAF ships (*see SOM Chapter 10*).

APPENDIX E

OCEAN SURVEILLANCE SHIPS (T-AGOS)

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

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APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

ADDITIONAL REFERENCES

1. The following directives are referenced in Appendix E. As appropriate, they should be read in conjunction with the appendix.

AN/U AA-2 Surveillance Towed Array Sensor (SURTASS), EE-20-EB- OPI-0100E124-TOWED ARRAY

COMSCINST 3120.16A	Standards of Appearance
COMSCINST 4700.2F	Administrative Procedures for Alteration, Maintenance and Repair of MSC Ships
COMSCINST 4700.14	Material Readiness Evaluations (MREs) and Planning for Major Availabilities
COMSCINST 4750.2C	Preservation for MSC Ships
COMSCINST 6000.1C	MSC Medical Manual
COMSCINST 9330.6D	Accommodations Standards for Military Sealift Command Ships
COMSCINST 9670.1G	Allowance of Electronic Equipment for MSC Ships
NAVMED P-117	Manual of the Medical Department
NAVMED P-5010	Manual of Naval Preventive Medicine
NAVSUP PUB 2002	Navy Stock List of Publications and Forms
NWP 3-04.1	Shipboard Helicopter Procedures for Air-Capable Ships
OPNAVINST 3120.35G	Requirements for Air Capable, Amphibious Aviation and Mine Countermeasures Ships to Operate Aircraft
SECNAVINST 4061.1C	Food Sanitation Training Program

2. As appropriate, the T-AGOS operating contract(s) should be read in conjunction with Appendix E.

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APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)**SUBJECT INDEX**

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APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 1 - INTRODUCTION

SECTION 1 - GENERAL

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E-1-1-1 APPLICABILITY

a. Instructions in this appendix are specifically intended for the operation and administration of MSC T-AGOS ships (*contract-operated*) hereafter referred to as T-AGOS ships. The policies and direction contained herein are applicable to all MSC Force T-AGOS ships (*SURTASS, Counterdrug and radar support ships*), the T-AGOS contract operator(s), MSC activities and any other person or activity connected with the operation and administration of MSC Force T-AGOS ships.

b. Nothing contained herein shall be construed as relieving the Master, any officer, crewmember or other person of his responsibility as defined by law, or the exercise of sound judgment.

E-1-1-2 RESPONSIBILITIES

a. The Special Mission Program Manager is responsible to COMSC for overall management, operation, repair and maintenance of all Special Mission ships, including T-AGOS.

b. The MSC T-AGOS Project Officer is responsible to the Special Mission Program Manager for day-to-day management of all aspects of the T-AGOS program.

c. Mission operational control (*OPCON*) of T-AGOS ships in full operational status (*FOS*) resides with the FLTCINCs (*CINCPACFLT or CINCLANTFLT*), or another designated authority.

E-1-1-3 COMMUNICATIONS WITH MSC AUTHORITIES

a. Communications requiring action by the MSC T-AGOS Project Office or a specific T-AGOS ship(s) concerning operations, maintenance, repair and alterations to hull, machinery and equipment shall be addressed to the T-AGOS Project Officer.

COMSCINST 3121.9A

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Communications concerning contract administration should be addressed to the T-AGOS Project Officer (*Code PM21P*), with a copy to the Special Mission Program Manager (*Code PM2P*). Any communication relating to or affecting current or future T-AGOS operations will be addressed to the T-AGOS Project Officer with a copy to the Special Mission Program Manager.

b. The use of non-secure telephones to address the aforementioned subjects likely will generate a security violation. Accordingly, all such communication will be screened and evaluated by operational security (*OPSEC*) standards. Most circumstances can be served effectively by the judicious use of the military communications or mail systems. A Watch Officer is on Duty at COMSC outside of regular office hours and all day on Saturdays, Sundays and holidays. The message communications address is COMSC WASHINGTON DC//PM2// and the COMSC Watch Officer's telephone number is (202) 685-5155. The mailing address is: Commander, Military Sealift Command, Washington Navy Yard Bldg 210, 914 Charles Morris CT SE, Washington DC 20398-5540.

E-1-1-4 CONFLICTS WITH OPERATING CONTRACTS

In the event of conflicts between specific articles of this appendix and the provisions of an operating contract, the Contracting Officer will decide whether this appendix or the contract will take precedence on a case-by-case basis.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 1 - INTRODUCTION

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E-1-2-1 ADMINISTRATIVE CONTROL

a. As the Navy's Administrative Commander and Type Commander (*TYCOM*) for Sealift, COMSC retains the overall responsibility for the readiness of all MSC Force ships including contract-operated T-AGOS ships. The purpose of administrative control (*ADCON*) is to develop and maintain fleet readiness -- in terms of personnel, training and material.

b. ADCON of contract-operated T-AGOS ships is delegated to the MSC T-AGOS Project Office located in Little Creek and MSC T-AGOS Detachment Pacific, through the Special Mission Program Manager located at COMSC. ADCON of T-AGOS ships is exercised in accordance with the contract provisions and COMSC directives, including this Standard Operating Manual (*SOM*).

E-1-2-2 SUPPORT ORGANIZATION

a. General. The demanding tempo of T-AGOS operations, the nature of their mission and the complexities of contract-operation have all combined to make T-AGOS a unique project. In establishing the T-AGOS Project Office, several fundamental requirements were considered:

(1) The Procuring Contracting Officer (*PCO*) will be collocated with the Special Mission Program Manager at COMSC. The Administrative Contracting Officer (*ACO*) will be located at the T-AGOS Project Office in Little Creek. All substantive contract interpretations, modifications or disputes arising under the contract will be addressed to the ACO with a copy to the PCO.

(2) Extended worldwide deployments by the T-AGOS ships result in overseas availabilities and return to home port every 2-3 years. The T-AGOS Project Office in Little Creek and T-AGOS Detachment Pacific oversee material readiness and logistics support for T-AGOS ships operating worldwide.

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b. Responsibility. In order to incorporate these requirements into the Special Missions Program Management, the following command relationships and actions are established and will be maintained.

(1) Responsibilities of Special Mission Program Manager

- (a) Manage, operate, repair and maintain the T-AGOS Fleet.
- (b) Conduct senior level customer liaison. Monitor customer satisfaction for the T-AGOS program.
- (c) Assign the T-AGOS budget.
- (d) Through the PCO, approve all contract modifications and interpret/enforce the contract as necessary.
- (e) Monitor the External Audit Program and analyze data provided by the T-AGOS Project Officer.

(2) Responsibilities of MSC Area Commanders (COMSCPAC and COMSCLANT). Exercise operational control over T-AGOS ships during periods of upkeep or reduced operating status.

(3) Responsibilities of supporting MSC Area Commands (COMSCFE, COMSCEUR and COMSCCENT)

(a) Coordinate with the T-AGOS Project Office or T-AGOS Detachment Pacific for providing all routine port services for those T-AGOS ships arriving in-port in their respective area of responsibility (AOR).

(b) Be cognizant of the location of those T-AGOS ships operating in their respective AOR, monitor all message traffic relative to those T-AGOS ships operating in their AOR and be prepared to render assistance to any T-AGOS ship when and if required.

(4) Responsibilities of the MSC T-AGOS Project Office (duties marked with an asterisk will be primarily performed by T-AGOS Detachment Pacific for Pacific ships, with oversight by the T-AGOS Project Office):

(a) Monitor the day-to-day operations and the material readiness of all T-AGOS ships, keeping the Special Mission Program Manager informed.

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(b) Coordinate with various T-AGOS mission sponsors on all mission equipment requirements/upgrades, maintenance and repair work requirements/schedules and long range requirements.

(c) Maintain frequent liaison with the operational commander, as required, to ensure that ships are adequately meeting operational commitments.

*(d) Coordinate ship operating schedules with operational commanders, providing technical advice and assistance as required for operational and maintenance planning.

*(e) Respond to all material casualties by assessing the casualty situation, coordinating impact and resolution with the responsible repair activity and updating the operational commander and Program Manager.

*(f) Manage all regular overhauls (*ROH*), coordinating the scheduling with the FLTCINC and mission sponsors, incorporating sponsor and MSC requirements into the work package and overseeing the contractor ROH planning and execution.

*(g) Ensure all required regulatory inspections are conducted and satisfactorily completed.

*(h) Issue sailing orders to T-AGOS ships in accordance with FLTCINC requirements.

*(i) Develop ship alteration (*TRANSALT*) requests for T-AGOS ships.

*(j) Conduct oversight of the contract operator through periodic Quality Assurance Inspections of each assigned ship in accordance with Part 10 of this appendix.

*(k) Coordinate, through the appropriate supporting MSC Area Commander, arrangements as necessary to provide port services and logistics support.

*(l) Attend on a full- or part-time basis (*dependent on volume of work being accomplished during the availability*) all industrial assistance availabilities during which Government reimbursable work is ongoing.

*(m) Conduct invoice review and certify for payment.

(n) Through the ACO, authorize Government reimbursable industrial assistance work between \$25,000 and \$100,000 and change orders between \$5000 and \$20,000.

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(o) Thoroughly research all matters involving contract interpretations, contract modifications or contract performance and provide a recommendation to the PCO for resolution.

(p) Manage the T-AGOS budget, to include the following categories: ship maintenance and repair (*M&R*); port services; office administration; staff salaries, overtime, travel and training.

(q) Conduct configuration control management for all T-AGOS ships.

(r) Assist the IOSC Facilities Manager in overseeing the administration and operation of the St. Helena Annex port facility.

(s) Perform oversight of all naval programs and military requirements of the assigned Military Departments and shore based military personnel.

(t) Perform all aspects of administrative support to the military personnel assigned to the Counterdrug (*CD*) T-AGOS ships.

(u) Provide combat systems operations, logistics and engineering support of the mission equipment onboard the CD T-AGOS ships.

(v) Support the Ship Introduction Program Manager through the entire Fleet Introduction Sequence for new construction vessels.

(w) Approve, implement and track ship alteration (*TRANSALT*) requests for T-AGOS ships, coordinating review by COMSC N7 personnel.

E-1-2-3 TAGOS SPONSORS AND SHIPS

a. Sponsors of the MSC Ocean Surveillance Force and the specific ships in this force are listed below: (*Note: No chartered ships are included.*)

(1) Commander Undersea Surveillance

USNS PREVAIL	T-AGOS 8
USNS ASSERTIVE	T-AGOS 9
USNS BOLD	T-AGOS 12
USNS VICTORIOUS	T-AGOS 19
USNS ABLE	T-AGOS 20
USNS EFFECTIVE	T-AGOS 21
USNS LOYAL	T-AGOS 22

(2) CINCLANTFLT

USNS STALWART	T-AGOS 1
USNS INDOMITABLE	T-AGOS 7
USNS CAPABLE	T-AGOS 16

Operate under TACON of Joint Interagency Task Force (JIATF)

(3) Commandant, U. S. Coast Guard

USNS VINDICATOR	T-AGOS 3
USNS PERSISTENT	T-AGOS 8

(4) Electronic Systems Center (ESC)

USNS INVINCIBLE	T-AGOS 10
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b. Memorandums of Agreement. COMSC and each mission sponsor have MOAs which specify the functional relationships and administrative, operational, personnel and financial responsibilities of each organization.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 1 - INTRODUCTION

SECTION 3 - MSC/SPAWARSYSCOM/CONTRACTOR RELATIONSHIPS

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E-1-3-1 GENERAL RESPONSIBILITIES

a. COMSC Responsibility. COMSC is the administrative commander for MSC, and as such, is responsible for MSC Force readiness. Administrative control (*ADCON*) responsibilities for the T-AGOS ships have been delegated to the T-AGOS Project Office and T-AGOS Detachment Pacific, through the Special Mission Program Manager.

b. SPAWARSYSCOM Responsibility. SPAWARSYSCOM (*PMW 182*) has support responsibilities for the technical operation and maintenance of the SURTASS mission equipment to provide effective execution of the technical mission onboard SURTASS T-AGOS ships.

c. Fleet Commander (*FLTCINC*) Responsibility. Commander in Chief, U. S. Pacific Fleet (*CINCPACFLT*) and Commander in Chief, U. S. Atlantic Fleet (*CINCLANTFLT*) or other designated authority, normally will retain mission operational control (*OPCON*) of T-AGOS ships.

E-1-3-2 INTERFACE OF RESPONSIBILITIES

a. T-AGOS Crew and FLTCINC

(1) The T-AGOS Master, designated and assigned by the contract operator, shall operate the T-AGOS at sea in accordance with a standard operation order (*OPORD*) and as directed by the FLTCINC or a designated subordinate via Sensor Movement Directives (*SMD*).

(2) The Master ultimately retains authority to control ship movements and carry out his/her primary responsibility for the safety of the ship and all personnel embarked.

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(3) The Master shall enforce all laws of the United States which are those of a ship's Master to enforce, and all applicable rules and regulations of the U. S. Navy, U. S. Coast Guard and Military Sealift Command. In an emergency, nothing in the contract or this Standard Operating Manual (*SOM*) shall be construed as preventing the Master from taking the most effective action which, in his judgment, will rectify the situation causing the emergency, and thereby safeguard life, property and the ship. The Master shall have authority to abort operations temporarily on the basis of clear and present danger to life and property at sea, and shall inform the cognizant operational commander and MSC chain of command as soon as safe conditions permit. Full details of the action taken, rationale and recommendations will be provided at the earliest opportunity.

(4) Under normal operating conditions the Master shall not take any mission aborting action without consulting with the SURTASS Mission Supervisor (*SMS*)/Officer In Charge (*OIC*)/Mission Commander (*MC*) and sending a recommendation to the cognizant operational commander for approval.

(5) The Master or contract operator shall make embarked personnel aware that personal emergencies, while the ship is operationally employed, will not be considered justification for a mission abort and that there may be times when no personal communications may be transmitted from the ship.

b. SURTASS Operations and Maintenance (*O&M*) Crew and FLTCINC

(1) A civilian contractor SURTASS O&M technician crew will be selected, trained and assigned by SPAWARSYSCOM (*PMW 180-2*) to maintain and operate the SURTASS mission equipment. One of these technicians shall be designated the SMS. The SURTASS O&M crew will maintain the equipment according to SPAWAR-approved maintenance procedures. The exception to this is the SURTASS array towing winch.

(2) The SMS shall provide the SURTASS mission equipment operating parameters according to directives from the FLTCINC. The SMS shall advise the Master and the FLTCINC of any alternative action which can be taken in case of equipment failure to ensure mission completion. The SMS shall recommend mission abort to the cognizant FLTCINC in the event that a SURTASS-related failure cannot be rectified at sea.

(3) The SMS shall have authority and responsibility at sea for emergency destruction of classified materials in the SURTASS restricted spaces. The ship's Master shall have an identical responsibility for the destruction of classified material under his cognizance. In the event of boarding, ship sinking or other emergency destruction

situation, the SMS will proceed with the emergency destruction procedures assisted by the SURTASS O&M crew. The SMS will serve as custodian of the ignitor device.

c. Counterdrug Operations and Military Department

(1) Nine military personnel, under ADCON of the T-AGOS Project Office, will be permanently assigned to operate and maintain the mission equipment in the Mission Operating Center (*MOC*), with the exception of special mission equipment installed by CINCLANTFLT. Nine military personnel under CINCLANTFLT N02C will be temporarily assigned for each mission to operate and maintain the special mission equipment installed by CINCLANTFLT.

(2) The OIC has overall responsibility for the counterdrug mission and the OIC shall recommend mission abort to the operational commander in the event that an equipment-related failure cannot be rectified at sea.

(3) The OIC shall have authority and responsibility at sea for emergency destruction of classified materials in the mission restricted spaces.

d. T-AGOS Master and the Mission Personnel. It is essential that the Master and the mission personnel appreciate their individual responsibilities and dependence upon each other for attainment of overall mission success. Mission success hinges on the mutual cooperation between the mission personnel and the contract operator's crew. The OPOD issued by the operational commander is equally binding on both the Master and the mission personnel for conduct of the mission.

E-1-3-3 SUPPORT FUNCTIONS

a. Mission Support

(1) The operational commander will provide mission related information, including meteorological forecasts, to the Master and SMS/OIC/MC as specified in the OPOD. The Master shall support mission requirements by providing navigational, meteorological and other pertinent information as necessary. When required, special data forms and/or logging instructions shall be provided by the SMS/OIC/MC.

(2) Contract-operator personnel shall ensure the maintenance, support and safe operation of all equipment for which they are responsible. Special training shall be provided as required for contract operator personnel who are assigned responsibility to operate or maintain this equipment. In particular, the T-AGOS contract operator shall provide all preventive and corrective maintenance and upkeep for the SURTASS winch and level wind system, while the SURTASS O&M crew will operate the system

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whenever required. Requirements for winch maintenance and upkeep shall be coordinated among the Master, Chief Engineer and the SMS. The Master shall comply with reasonable requests by the SMS for assistance in streaming, recovery and handling of "over-the-side" scientific equipment in emergencies or unusual circumstances.

(3) In conducting array handling evolutions, the ship's crew and SURTASS personnel shall follow the guidance of the SPAWAR's Technical Manual TIMINS EE 20-EB-OPI-0100E124-TOWED ARRAY, "AN/U AA-2 Surveillance Towed Array Sensor (SURTASS)" and any changes thereto which contains standard procedures for array handling. The SMS will provide reasonable notice to the Master, subject to operational constraints, of impending array handling evolutions and shall provide sufficient properly qualified afterdeck personnel as required for each evolution. The Master shall be responsible for maneuvering the ship and providing sufficient properly qualified watch personnel to ensure successful, safe conduct of the evolution. Special training will be provided by COMSC and COMSPAWARSYSCOM to ensure qualifications of their respective personnel who will be involved in towed array operations.

b. T-AGOS Communications. See Part 4 of this appendix.

c. Personnel Support

(1) The Master will consult with the SMS/OIC/MC in the preparation of the vessel's station bill which will provide coverage for all emergencies. The Master shall provide necessary training to ensure proper use of equipment and personnel reporting to their respective stations. Schedules for the shipboard drills shall be in accordance with U.S. Coast Guard and MSC regulations and shall be coordinated with the SMS/OIC/MC in order to provide maximum training and be least disruptive to the SURTASS mission. The SMS/OIC/MC will instruct their personnel that attendance at all emergency drills is mandatory. Every effort shall be made to schedule drills so that all personnel required to participate are present. In no case will a person who is assigned an active role be excused from the drill(s).

(2) In ports where the number of personnel permitted ashore is limited, the Master and SMS/OIC/MC shall jointly allocate liberty privileges in proportion to the total number of ship and mission personnel embarked. Under circumstances where the communications functions cannot be transferred to a U.S. military communications activity ashore, the SMS/OIC/MC will ensure that the communication guard is maintained onboard ship on a 24-hour basis. Further, in-port (*excluding shipyard*

periods), the Master shall ensure that sufficient personnel are retained onboard at all times to provide the proper standard of messing and custodial services to all embarked personnel remaining onboard. In this connection, the SMS/OIC/MC shall be responsible for advising the Master of the number of embarked personnel who will remain onboard during in-port stays.

(3) In consideration of the normal, demanding tempo of operations, the Master shall provide for "*hot night lunch*" rations to be served to watchstanders immediately preceding the customary change of the watch at midnight.

d. Embarkation Support. When operationally employed, all requests for embarkation and public affairs activities involving the ship will be approved by the FLTCINC or operational commander prior to COMSC involvement. All embarkation and public affairs activities at other times will be approved by COMSC to ensure no security breach is generated.

e. Visitor Control Support. Under normal circumstances, only official visitors will be allowed onboard ship. The Master shall be responsible at all times for visitors onboard the ship. Timely notification shall be given to the Master regarding official visitors to ensure that they are properly greeted and escorted as permitted by a valid security clearance and a certified need-to-know. As appropriate, the SMS/OIC/MC shall be notified pending the arrival of official sponsor visitors.

f. Custodial Support. The Master shall be responsible for custodial services in all areas, except those areas designated as mission restricted areas. The SMS/OIC/MC will ensure access to all technical areas for the Master's periodic inspections. Custodial services in the restricted spaces shall be the responsibility of the SMS/OIC/MC.

g. General Support

(1) Upon request, MSC may assist in providing or arranging for receipt, temporary storage, packing, crating and shipment of Sponsor material at remote ports. Funding for this support should be provided to MSC in a timely manner.

(2) The Master shall provide such other reasonable supporting services as may be requested by the SMS/OIC/MC. Such services can be expected to include, but not be limited to, small boat handling and minor machinist and electrician support. In addition, winch, crane and working party support in offloading/loading scientific equipment as required shall be provided by the Master in ports where shore assistance is unavailable or restricted.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

**SECTION 1 - SCHEDULING, OPERATIONAL CONTROL AND
SHIP MOVEMENTS**

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Voyage Sailing Orders.....	E-2-1-4
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Port Departures.....	E-2-1-7

E-2-1-1 OPERATIONAL CONTROL

Mission operational control (*OPCON*) of T-AGOS ships will reside with the FLTCINC's or a designated representatives. During non-mission periods, such as extended repair or overhaul availabilities and underway training periods, OPCON may reside with the designated PM/MSC Area Commander, or one of their designated subordinates (*see Article 2-1-5*).

E-2-1-2 SCHEDULING

Commander Undersea Surveillance and Commander ASW, Pacific coordinate development of T-AGOS schedules with the T-AGOS Project Office and T-AGOS Detachment Pacific. The FLTCINC's promulgate both long-range and short-range T-AGOS schedules. T-AGOS schedules are not normally included in FLTCINC Quarterly Employment Schedules unless a ship is scheduled to participate in a Fleet exercise.

E-2-1-3 OPERATION ORDERS

FLTCINC's, or their designated representatives, will issue operation orders (*OPORDs*) for T-AGOS ships. OPORDs will be issued by message (*addressed to the ship by task designator*) or document. OPORDs will be provided to each appropriate ship(s) and shore support activities, including the T-AGOS Project Office (*for LANTFLT ships*) and/or T-AGOS Detachment Pacific (*for PACFLT ships*). The T-AGOS Project Office and T-AGOS Detachment Pacific will provide appropriate information to the contract operator.

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E-2-1-4 VOYAGE SAILING ORDERS

The T-AGOS Project Office or T-AGOS Detachment Pacific will issue voyage sailing orders to T-AGOS ships in accordance with FLTCINC requirements. Sailing orders will not be issued unless directed by a FLTCINC.

E-2-1-5 CLASSIFICATION OF MOVEMENTS

Ship movements will be classified as directed in the appropriate OPORD or voyage sailing order. During a mission voyage, T-AGOS movement information is classified before, during and after each mission.

E-2-1-6 DIVERSIONS

Except for emergency situations, T-AGOS ships will not divert from OPORD mission assignments without the specific direction of the cognizant FLTCINC or their designated representative.

E-2-1-7 PORT DEPARTURES

Where required by local regulations, permission to get underway shall be requested from the appropriate port authority, naval or otherwise. Masters shall ensure operational security (*OPSEC*) procedures are followed when making these reports.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

**SECTION 2 - SHIPBOARD OPERATIONAL AND
ADMINISTRATIVE INSTRUCTIONS**

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E-2-2-1 SURTASS ARRAY HANDLING

In conducting array handling evolutions, the ship's crew and SURTASS personnel shall follow the guidance in the SPAWARS Technical Manual AN/UQQ-2 Surveillance Towed Array Sensor (*SURTASS*). The SURTASS Operations Manual is published and kept current by Commander, Naval Space and Warfare Systems Command.

E-2-2-2 GARBAGE DISPOSAL

T-AGOS vessels will monitor and control waste disposal in accordance with COMSCINST 5090.2A, *Subj: Disposal of Plastic, Medical and other Waste in the Marine Environment*, and Annex V of the International Convention for the Prevention of Pollution from ships (*MARPOL 73/78*). Disposal of waste over the side of the ship is restricted when the array is deployed, even when the ship is at sea in waters where normal dumping is unrestricted. The following conditions apply:

a. Garbage will be disposed of at night in non-plastic containers which can be expected to float for a period long enough to ensure that any eventual sinking will be well clear of the towed array. Any dense material which may sink quickly will be retained onboard until the array is secured onboard or the ship is maneuvering in such a way to ensure that discarded objects will not interfere with the array.

b. The Master shall designate a specific time during the early hours of darkness for the dumping of garbage. At those times the dumping must first be cleared with the mate on watch and the SMS/OIC/MC.

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**E-2-2-3CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE WASHDOWN AND
DAMAGE CONTROL EQUIPMENT**

a. T-AGOS ships have installed washdown clips at selected weather deck and superstructure locations for the best washdown spray coverage. Sufficient wye gates, fire hose and nozzles are aboard for washdown countermeasure. The washdown system shall be activated and logged quarterly, weather permitting. Washdown clip locations shall be indicated in the Damage Control Book.

b. Damage control equipment shall be centrally located in lockers and spaces provided. The locker door is to be painted international orange and is to be marked in red letters 2 inches high - **EMERGENCY REPAIR LOCKER**. Items which have a special storage space, such as the first aid kits, manila rope and self-contained breathing apparatus should be appropriately marked and stowed. Equipment contained therein is for emergency use only and shall not be used for normal work. To ensure that the locker contents stay intact a monthly inventory shall be performed.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

SECTION 3 - OPERATIONAL STATUS

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Operational Control in Reduced Operational Status	E-2-3-5

E-2-3-1 CONDITIONS

For operational purposes, at any given time the status of the T-AGOS ships will be one of the following.

- a. Full operational status (*FOS*) - (*Not undergoing major repairs*).
- b. Reduced operational status (*ROS*) - (*Ready on 3-day notice Saturday, Sunday and holidays excluded*).
- c. Repair availability status (*RAV*) - (*Not ready for immediate sail due to repair availability*).

E-2-3-2 FULL OPERATIONAL STATUS

A ship in full operational status will operate as the term implies. For a ship in FOS, the following will apply:

- a. Ship will be manned by a fully trained and qualified crew.
- b. Ship will have adequate stores and provisions onboard.
- c. Ship will be ready to sail and carry out an assigned mission with 24 hours advance notice, unless prior authorization is obtained from the Government. The communications watch will be maintained onboard.
- d. Ship will not be undergoing major repairs, unless prior authorization is obtained from the Government.

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E-2-3-3 REDUCED OPERATIONAL STATUS

When requirements warrant, T-AGOS ships may be designated by COMSC to assume ROS status. Prior to arrival at the ROS port, the Master shall ensure the ship is clean. For a ship in ROS, the following will apply.

- a. Daily operating cost will be as established by the contract.
- b. Ship will be ready to get underway on a 3-day notice.
- c. Crew may be reduced as mutually agreed between the government and the contractor.
- d. Ship will be berthed alongside a dock or another ship where electrical power is available. Power plant may be secured.
- e. Routine maintenance of secured machinery (*such as turning over, draining, short periods of operation, etc.*) shall be conducted at regular intervals.
- f. Communications watch may be shifted to a military communications center or facility.

E-2-3-4 REPAIR AVAILABILITY STATUS

- a. Ship may be placed in RAV status during regular overhaul, dry docking, midterm availability or during any government-directed alterations.
- b. The contractor will give the government notice at least 3 days (*excluding Saturday, Sunday, and holidays*) prior to completion of maintenance or repair work and readiness of the ship to resume full operational status.
- c. Crew may be reduced as mutually agreed by the government and the contractor.

E-2-3-5 OPERATIONAL CONTROL IN REDUCED OPERATIONAL STATUS

- a. Local Operational Control. When a T-AGOS ship is scheduled to be placed in ROS, the cognizant officer representing Project Office or the T-AGOS Detachment Pacific will supervise the situation locally and advise the MSC Area Commander, COMSC and the FLTCINC of the port arrangements. The government will issue sailing

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orders to the contract-operator directing the ship to the desired port with instructions that the Master report to the cognizant officer for local operational control (*OPCON*). Prudent care will be exercised to consider operational security aspects while making port arrangements.

b. Contract Operator Maintains Ship. The contract operator will retain custody of and administer the ship in ROS. Under the terms of the contract, he is responsible for the ship and its condition. He is obligated to operate and maintain the ship in the manner prescribed by COMSC or his authorized representative.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

SECTION 4 - OPERATIONAL AND ADMINISTRATIVE REPORTS

General.....	E-2-4-1
Casualty Reports.....	E-2-4-2
Matrix of Required Reports.....	E-2-4-3
Reporting Restrictions.....	E-2-4-4
Message Information Addressees	E-2-4-5

E-2-4-1 GENERAL

This section describes reports not addressed in other sections or parts of Appendix E. A consolidated list of contract-operated T-AGOS reports is provided in Article E-2-4-3. These are in addition to the reports described in Chapters 1 through 11. The matrix of required reports in Article E-2-4-3 may not be all inclusive since each contract may contain unique reporting requirements. In Government contracts, required reports are generally listed in a Contract Data Requirements List (*CDRL*).

E-2-4-2 CASUALTY REPORTS

a. Initial Report. The Master shall immediately send a message report when a T-AGOS ship sustains a casualty at sea or in port as a result of propulsion plant derangement, machinery failure, stranding, substantial weather or hull damage, collision, fire or any other casualty which is of such a nature as to have a real effect on operations or significantly reduce the ship's mission capability. This includes a collision with another U. S. ship or damage to U. S. Government property. The initial report, even though incomplete, shall be made without delay, followed by amplifying details as appropriate. A thorough discussion of the Casualty Report (*CASREP*) format, including all follow-up messages is contained in NWP 1-03.1, *Operational Reports*, Chapter 4. See also SOM, Chapter 2, Article 2-11-1. Refer to Article 2-11-9 if property damage or personnel injury or death is involved which may result in an admiralty claim. (*Note: All originating ships shall use the ship's name vice task organization designator.*)

b. Information concerning casualties to a T-AGOS ship is vital to many Navy commands. The following identifies message addresses for the various types of T-AGOS ships, depending on nature of the casualty.

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c. SURTASS Ships

(1) For MSC responsible equipment, all CASREPs, CASREP updates, CASCORs and CASCANs shall contain the following addresses:

PACFLT T-AGOS ships

FM: USNS (SHIP NAME)
TO: MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21D/PM21E//
CTF TWELVE
NAVOCEANPROFAC WHIDBEY ISLAND WA //N00/N3
COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
INFO: CINCPACFLT PEARL HARBOR HI//N3/N31/N33//
COMSC WASHINGTON DC//PM2//
COMTHIRDFLT (IF UNDER 3RD FLT OPCON)
COMSEVENTHFLT (IF UNDER 7TH FLT OPCON)
COMSCPAC SAN DIEGO CA//N3/N7//
CTG TWELVE PT FIVE
MSC TAGOS UNIT PAC PEARL HARBOR HI//PM211D/PM211E//
COMSCFE YOKOHAMA JA//N3/N7//
COMSPAWARSYSCOM WASHINGTON DC//PMW182/PMW182-4//
COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
CTU TWELVE PT FIVE PT ONE
IUSSOPS SUPPCEN LITTLE CREEK VA//FOSO//
IUSSOPS SUPP DET PEARL HARBOR HI//MGR//
NAVOCEANPROFAC WI DET PEARL HARBOR HI//OIC//
AIG SIX EIGHT FOUR TWO
CTF THREE TWO OR CTF SEVEN TWO, AS APPROPRIATE

IN REMARKS SECTION OF TEXT, STATE "MASTER SENDS"

LANTFLT T-AGOS ships

FM: USNS (SHIP NAME)
TO: MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21D/PM21E//
COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
NAVOCEANPROFAC DAM NECK VA//30/31//
INFO: CINCLANTFLT NORFOLK VA//N3//
COMSC WASHINGTON DC//PM2//
CTF SIX NINE (IF UNDER 6TH FLT OPCON)
CTF EIGHT FOUR
COMSCLANT NORFOLK VA//N3// (if vessel in COMSLANT AOR)
COMSCEUR NAPLES IT//N3/N7// (if vessel in COMSCEUR AOR)
COMSPAWARSYSCOM WASHINGTON DC//PMW182/PMW182-4//
IUSSOPS SUPPCEN LITTLE CREEK VA//FOSO//
AIG SIX EIGHT FOUR THREE
JMF ST MAWGAN UK//00/N3//

IN REMARKS SECTION OF TEXT, STATE "MASTER SENDS"

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(2) For COMSPAWARSSYSCOM responsible equipment, all CASREPs, CASREP updates, CASCORs and CASCANs shall contain the following addressees:

PACFLT T-AGOS ships

FM: USNS (SHIP NAME)
 TO: IUSSOPS SUPPCEN LITTLE CREEK VA//FOSO//
 CTF TWELVE
 NAVOCEANPROFAC WHIDBEY ISLAND WA //N00/N3
 COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
 INFO: CINCPACFLT PEARL HARBOR HI//N3/N31/N33//
 COMSC WASHINGTON DC//PM2//
 COMTHIRDFLT (IF UNDER 3RD FLT OPCON)
 COMSEVENTHFLT (IF UNDER 7TH FLT OPCON)
 COMSCPAC SAN DIEGO CA//N3/N7//
 MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21D/PM21E//
 CTG TWELVE PT FIVE
 COMSCFE YOKOHAMA JA//N3/N7//
 COMSPAWARSSYSCOM WASHINGTON DC//PMW182/PMW182-4//
 CTU TWELVE PT FIVE PT ONE
 MSC TAGOS UNIT PAC PEARL HARBOR HI//PM211D/PM211E//
 IUSSOPS SUPP DET PEARL HARBOR HI//MGR//
 NAVOCEANPROFAC WI DET PEARL HARBOR HI//OIC//
 AIG SIX EIGHT FOUR TWO
 CTF THREE TWO OR CTF SEVEN TWO, AS APPROPRIATE

IN REMARKS SECTION OF TEXT, STATE "SMS SENDS"

LANTFLT T-AGOS ships

FM: USNS (SHIP NAME)
 TO: IUSSOPS SUPPCEN LITTLE CREEK VA//FOSO//
 COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
 NAVOCEANPROFAC DAM NECK VA//30/31//
 INFO: CINCLANTFLT NORFOLK VA//N3//
 COMSC WASHINGTON DC//PM2//
 CTF SIX NINE (IF UNDER 6TH FLT OPCON)
 CTF EIGHT FOUR
 COMSCLANT NORFOLK VA//N3//
 COMSCEUR NAPLES IT//N3/N7//
 COMSPAWARSSYSCOM WASHINGTON DC//PMW182/PMW182-4//
 MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21D/PM21E//
 AIG SIX EIGHT FOUR THREE
 JMF ST MAWGAN UK//00/N3//

IN REMARKS SECTION OF TEXT, STATE "SMS SENDS"

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d. Counterdrug T-AGOS ships. All CASREPs originated while under Director, Joint Inter-Agency Task Force East (*DIRJIATF EAST*) operational control shall contain the following addressees, as a minimum.

FM: USNS (SHIP NAME)
TO: DIRJIATF EAST//J2/J3/J4//
CINCLANTFLT NORFOLK VA//N35/N311/N02C//
CTF FOUR ZERO
CTG FOUR PT ONE
(Task unit designators specified by DIRJIATF EAST)
MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21D/PM21E//
INFO: COMSC WASHINGTON DC//PM2//
CTF EIGHT FOUR
COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
COMSCLANT NORFOLK VA//N33/N7//
COMREGSUPPGRU MAYPORT DET ROOSEVELT ROADS PR//JJJ//
FTSCLANT NORFOLK VA//4233//
SOUTHCOM GCCS QUARRY HEIGHTS PM
(Other CD-TAGOS ships)

Additional "INFO" addressees for specific MILDEPT mission equipment:

(1) For: Air Search Radar; Radar Display Equipment, RADDS

Include: **NAVSURFWARCEN PHDIV VIRGINIA BEACH VA//4W52//**
NAVSURFWARCEN FLTCOMBATDIRSSACT DAM NECK VA//6D10//
NAVSURFWARCENDIV CRANE IN//803//

(2) For: AIMS MK XII IFF; C-IFF; Radar Track Management Systems; STATNET;
TSIU

Include: **COMNAVAIRWARCENACDIV PATUXENT RIVER MD//4.12/4.12.2//**
NAVSURFWARCENDIV CRANE IN//803//

(3) For: External Communications Equipment; Teletypewriters; NOW Workstations;
Data Links (*JOTS/LINK 11/JMCIS/TAC-3*)

Include: **NISE EAST CHARLESTON SC//361/534//**
COMNAVAIRWARCENACDIV PATUXENT RIVER MD//4.12/4.12.2//
NAVSURFWARCENDIV CRANE IN//803//

(4) For: Special Mission Equipment under Naval Security Group Activity
Detachment cognizance

Include: **NAVSECGRUACT NORFOLK VA//40//**
(Other addressees specified by MILDEPT OIC)

E-2-4-3 MATRIX OF REQUIRED REPORTS

The reports required by this appendix and other instructions, contingent on the requirements of the FLTCINCs, are summarized below:

a. Reports Required of Masters

Subject	When Made	Method	Reference
Allowance list change reports (NAVSUP Form 1220)	Changes in	Mail	7-4-3, E-7-3-2
Casualty report (CASREP) (MSC Report 3123-12)			
-Casualty Initial	Upon occurrence	Priority Message	2-12-1, NWP 1-01.3
-Casualty Update	As required	Priority Message	2-12-1, NWP 1-01.3
-Casualty Correct (CASCOR)	Upon occurrence	Priority Message	2-12-1, NWP 1-01.3
-Casualty Cancel	Upon ship entering RAV	Routine Message	2-12-1, NWP 1-01.3
Cold Weather Readiness Inspection Report	Upon completion of inspection	Message	E-2-6-11
Deck Log (UNCLAS)	Upon completion of voyage	Mail	3-2-5
Logistics Requirements Report (LOGREQ)	When occurring	Message	E-2-9-2, 2-11-2, NWP 1-01.3
Missing, Lost, Stolen Firearm (MLSF) Report (OPNAV Report 5500-1)	When occurring	Message*	3-1-2, NAVSEAINST 8370.2, SECNAVINST 5500.4G
Movement reports (MSC Report 3123-9)	As specified for arrival, departure, correction and diversion	Message*	2-2-5, NWP 1-01.3 (MOVREP)
Oil Spill (OPNAV 5090-2))	When oil spill occurs	Message	11-2-1, COMSCINST 5090.1B
Optimum Track Ship Routing (OTSR)	72 hrs prior to underway	Message	2-3-3
Small Arms/Weapons Asset Report R-834	Annually upon receipt	Mail	3-1-2, NAVSEAINST 8370.2
Status of Resources and Training System(SORTS)	As frequently as necessary, as change occurs	Priority Message	NWP 1-03.3
Special Incident Report (OPREP- 3 Pinnacle; OPREP-3 Navy Blue; Unit SITREP)	When occurring	Priority Message	2-15-3, OPNAVINST 3100.6G
Weekly OPSUM	Weekly	Message	MSCPACINST 3120.7C MSCLANTINST 3100.3A
Navy Energy Usage Reporting System (NEURS)	Monthly	Message	OPNAVINST 4100.11B
Situation Report (SITREP)	Daily	Message	(For SURTASS) CUS/CTF 12 OPOD; (For CD-TAGOS) MSCTPO DTG 222030Z FEB 96; MSCTPO DTG 262030Z FEB 96

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b. Reports Required of Contract Operator

Subject	When Made	Method	Reference
Accounting Reports	Monthly	Message or mail	T-AGOS work statement
Award of repair contract	When occurring	Message	E-7-1-4
Deficiency Report Corrective Action	Follow receipt of Deficiency Report	Mail	E-10-1-3
Drydock Report (<i>MSC Report 4710-2</i>)	Each drydocking	Mail	E-7-1-6
Emergency Repairs Overseas	Overseas repairs impacting sea worthiness or schedule	Message*	E-7-1-10
PID/MPD Mishap Report Symbol OPNAV 5102-1 (PID) OPNAV 5102-2 (MPD)	When occurring	Message	OPNAVINST 5102.1C
Port Engineers/Port Captain's Trip Report	Subsequent to vessel INPT period	Mail	T-AGOS work statement
Repair/Overhaul Progress Report(<i>MSC Report 4700-15</i>)	Weekly	Letter or message	E-7-3-3
Repatriation Element/Serious/ Very Serious Illness Report	When occurring	Message	COMSCINST 6000.1C
Standardization of MSC Work packages	According to applicable SOW	Mail	E-7-1-4
Request for allowance list change	Corrections or omissions in allowance list	Mail	7-4-3, E-7-3-2
Voyage repairs (<i>MSC Report 4710-2</i>)	Voyage repair availability	Mail	E-7-1-3

*Fleet Commander to be informed by classified message with appropriate priority.

E-2-4-4 REPORTING RESTRICTIONS

a. Due to the nature of the T-AGOS mission, it is expected that each T-AGOS ship will operate under EMCON and HFEMCON (*High Frequency Emission Control*) as directed by the FLTCINCs in accordance with mission OPORDs.

b. Imposition of EMCON and the resulting exceptions to normal reporting requirements will be addressed by the FLTCINCs or their designated representatives in OPORDs or operational message traffic which imposes EMCON.

E-2-4-5 MESSAGE INFORMATION ADDRESSEES

a. The guidance in this section applies when sending the following message reports:

- (1) Weekly OPSUM Report
- (2) Accident Report for Claim Purpose (*MSC Report 3040-3*)

- (3) Initial CASREPs, CASREP updates, casualty corrections and casualty cancellations
- (4) Confiscation of Government Property by Foreign Government (*MSC Report 4340-1*)
- (5) Logistics Requirements Report (*LOGREQ*)
- (6) Movement Reports: Arrival, Departure, Correction and Diversion (*MSC Report 3123-9*)
- (7) Ship Delay Anticipated Delay Report (*MSC Report 3120-13*)
- (8) Ship Sightings/Port Characteristics Reports
- (9) Status of Resources and Training System (*SORTS*)
- (10) Special Incident Reporting (*OPREP-3*)
- (11) Emergency Repairs Overseas
- (12) Repair/Overhaul Progress Report

b. Masters will ensure that in addition to all addressees required elsewhere, the following will be information addressees "*INFO ADDRESS.*"

LANTFLT SURTASS T-AGOS ships:

MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21D/PM21E//
COMSC WASHINGTON DC//PM2//
COMUNDERSEASURV DAM NECK VA//N3/N43/N51//
COMSCLANT NORFOLK VA//N3//
IUSSOPS SUPPCEN LITTLE CREEK VA//FOSO//

PACFLT SURTASS T-AGOS ships:

MSC TAGOS UNIT PAC PEARL HARBOR HI//PM211D/PM211E//
COMSC WASHINGTON DC//PM2//
COMASWFORPAC PEARL HARBOR HI//ASW3//
COMSPAC SAN DIEGO CA//N3/N7//
IUSSOPS SUPP DET PEARL HARBOR HI//MGR//
NAVOCEANPROFAC WI DET PEARL HARBOR HI//OIC//
MSC TAGOS PROJECT OFFICE LITTLE CREEK VA//PM21//
NAVOCEANPROFAC WHIDBEY ISLAND WA//N00/N3

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

SECTION 5 - HELICOPTER OPERATIONS

General.....	E-2-5-1
Duties and Responsibilities.....	E-2-5-2
Uniforms for VERTREP Operations.....	E-2-5-3
Aircraft Crash Procedures.....	E-2-5-4

E-2-5-1 GENERAL

a. It is the policy of the T-AGOS Project Office that helicopter evacuation of personnel from T-AGOS should be restricted to life threatening and other extreme emergency situations. Helicopter operations are restricted to high hover only.

b. The policies and operational procedures promulgated in this section are intended as a positive approach toward maintaining the highest possible level of operational readiness while simultaneously minimizing aviation hazards and helicopter mishaps. In view of the fact that it is impossible to address all possible contingencies, it is incumbent upon all personnel to be alert for unforeseen safety hazards and promptly bring them to the attention of the First Officer (*Chief Mate*) or Master. Figures E-2-5-1 through E-2-5-4 are provided for further guidance.

c. Helicopter Operational Bill. The Master is responsible for the adequacy and proper posting of this bill. This bill is to be reviewed and revised as appropriate to ensure proper manning. Whenever possible, the Flight Officer (*First Officer*) shall participate in the review and adjustments to this bill.

E-2-5-2 DUTIES AND RESPONSIBILITIES

a. Master. The ship Master's responsibility is to ensure safe helicopter operations involving ship, crew and the helicopter involved. The authority and responsibilities include, but are not limited to the following:

- (1) Overall control of shipboard helicopter operations.
- (2) Knowledge of helicopter limitations.

(3) Ensuring the operational commander is aware of any degradation on helicopter facilities aboard the ship.

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(4) Ensuring all personnel involved in helicopter operations are aware of their specific duties and possess the required training.

(5) Notifying the helicopter prior to course and speed changes during all phases of helicopter operations.

(6) Ensuring that a communication plan is established for each planned helicopter operation which will allow for efficient communication between the bridge, Flight Officer (*First Officer*) and helicopter. The Master shall ensure that all air operations communications are constantly monitored on the bridge.

(7) Ensuring that only those personnel essential for a particular VERTREP operation are in the VERTREP operation area.

(8) A helicopter watch assignment station bill will be promulgated by the Master. The bill will list the assigned duties for helicopter operations. Personnel assignments to the bill will be by name and the bill will be posted so all personnel will know assigned duties.

(9) Ensuring the crash, rescue and other pertinent drills are conducted to maintain the readiness of the shipboard VERTREP crew.

b. First Officer. The First Officer shall coordinate ship and helicopter operations. Helicopter control responsibilities of the First Officer include, but are not limited to the following:

(1) Maintaining communications with the bridge.

(2) Ensuring all crash, rescues and firefighting preparations have been completed.

(3) Ensuring the rescue boat is fully prepared and boat crew is ready for short notice launch.

(4) Ensuring that the VERTREP platform has been properly set for helicopter operations and all obstructions have been cleared in accordance with Air Capable Ship Aviation Facilities Bulletin No. 1.

(5) Granting permission to commence VERTREP operations when helicopter reports "*ready*" and permission has been obtained from the Master.

(6) Overall maintenance of the firefighting and crash equipment.

(7) Ensuring that all safety precautions applicable to the ship and helicopter are enforced.

(8) Providing a sufficient number of life jackets, goggles and helmets for personnel involved in the VERTREP.

(9) Ensuring that established safety procedures are adhered to on the VERTREP deck.

(10) All loose gear that might be blown about by the helicopter's rotor wash must be secured or removed from the hover area. Conduct a careful foreign object damage (*FOD*) walkdown of the VERTREP deck area. All projections on which a cargo net, hook or line might foul or snag, such as pads, cleats, chocks or stations shall be removed or covered with canvas.

(11) All movable projections that may interfere with the helicopter such as flagstuffs, booms, lines, antennas, shall be lowered or trained clear prior to all helicopter operations. Ensuring the proper rigging of the safety nets.

The First Officer is responsible to and performs his duties under the supervision of the Master. Prior to each VERTREP, the First Officer shall ensure that all members of the VERTREP shipboard crew are briefed and aware of their specific duties. A shipboard briefing by the First Officer shall provide instructions pertinent to helicopter operations in which the ships' crew will be involved.

c. Second Mate. The Second Mate shall be responsible for the Two Fire Party Teams. His duties and responsibilities shall include, but not be limited to the following:

(1) Mustering and briefing the fire parties on upcoming VERTREP operation ensuring each fire party member clearly understands his/her function.

(2) Ensuring all firefighting equipment is operational and all fire party members are familiar with its operation.

(3) Protecting the ship in the event of a helicopter crash, and secondly effect the rescue of the helicopter crew.

(4) Responsible for custody and maintenance of all equipment in the helicopter crash box. Train each fire party member so they will be clearly familiar with its proper operation.

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d. Third Mate. The Third Mate shall primarily be responsible for providing visual signals to the helicopter. In addition, he also shall be responsible for the Rescue Boat and Rescue Crew. His duties shall include, but are not limited to the following:

(1) Responsible for visual signals to the helicopter in order to assist the pilot in conducting a safe VERTREP.

(2) Ensuring the Rescue Boat Crew is properly trained and familiar with their assigned functions.

(3) Ensuring the rescue boat and any equipment to be utilized in conjunction with rescue operations are operational.

(4) Ensuring the rescue boat is ready and can be launched in an expeditious manner.

e. Cargo/Hook-Up Man. The cargo/hook-up man shall be the only person on the VERTREP deck while the helicopter is hovering to discharge/pickup cargo. He shall ensure that the pendant end of the load is properly placed on the helicopter cargo hook. **Before unhooking/attaching anything to the wire, the cargo/hook-up man shall ensure the wire is grounded by utilizing the grounding wand while wearing insulated rubber gloves.**

f. Chief Engineer/First Assistant Engineer. The Chief Engineer and First Assistant Engineer shall be stationed in the engine compartment during VERTREP operations. An engineer shall be at the control console.

g. Medical Department Representative. The Medical Department Representative (MDR) shall be in the VERTREP OPAREA during operations ready to apply immediate first aid as needed.

E-2-5-3 UNIFORMS FOR VERTREP OPERATIONS

	Helmet w/Ear Protectors	Jersey	Goggles
Signalman (<i>3rd Mate</i>)	Yellow	Yellow	Yes
Cargo/Hook-Up Man	Blue	Blue	Yes
Nurse	White	White w/Red Cross	Yes
Firefighting Team	Red	Red	Yes

Note: To avoid any pilot confusion, the Signalman (3rd Mate) should be in a position where the pilot has an unobstructed view of him and should not be in close proximity to any other crewmembers.

E-2-5-4 AIRCRAFT CRASH PROCEDURES

- a. All unnecessary personnel shall be cleared from the area.
- b. Initiate action to close the distance to the helicopter and prepare for immediate recovery.
- c. Crashed/Ditched Helicopter
 - (1) Plot position of crash.
 - (2) Close crash sight at best speed.
 - (3) Launch rescue boat.
 - (4) Request assistance, as appropriate.
 - (5) Station and brief additional lookouts.
 - (6) Recover personnel.
 - (7) Recover helicopter/debris.

The following is a proposed VERTREP OPS Bill.

	Duties/Responsibilities	Individual(S)
A	Bridge	Master and one Able Seaman
B	Signalman	Third Mate
C	Fire Party Team	
	No. 1 Hose	Second Mate (<i>Team Leader</i>)
		One Ordinary Seaman
		One Able Seaman
	No. 2 Hose	One Able Seaman
		One Deck Machinist
		One QMED
D	Rescue Boat Crew	BOSUN/AB
		One Ordinary Seaman
E	Engine Room	Chief Engineer
		First Assistant Engineer
F	Cargo And Hookup	One Able Seaman
G	VERTREP Area Medical (<i>Stand-by With First Aid</i>)	Nurse
H	Overall Safety Coordinator/ Flight Officer	First Officer

Figure E-2-5-1 - Proposed T-AGOS VERTREP OPS Bill

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SAFETY AWARENESS ITEMS FOR HELO OPS

- Under no circumstances shall flash pictures be taken of the helicopter since the flash may temporarily blind the pilots.
- In the event of a helicopter crash in the sea, do not mark the location with a pyrotechnic device since it might ignite the spilled aviation fuel.
- To avoid any pilot confusion, the Signalman (*3rd Mate*) shall be situated in clear sight of the pilot and shall be standing alone.
- Dumping of trash during helicopter operations creates a serious FOD hazard, and is prohibited.
- The VERTREP area is hazardous due to flying debris. All personnel in the VERTREP area are to wear protective goggles, sound attenuators, cranial helmets and life jackets. Loose articles of clothing shall not be worn, and no loose article shall protrude from pockets.
- Because of the high degree of probability for post crash fuel fires, all personnel on the flight deck should always wear long sleeves and long trousers.
- Emergency escape routes from the VERTREP area must be kept unobstructed. All hands are encouraged to be constantly aware of their own expedient escape route.
- All hatches and covers near the VERTREP area shall remain secured.
- Radio communications must be established between the ship and helo prior to VERTREP OPS and maintained throughout the operation.
- All VERTREP personnel shall have clear lenses in goggles.
- VERTREP deck area is strictly off limits to unauthorized personnel during periods when not in use for air operations or maintenance.
- All movable obstructions that may interfere with the helicopter shall be lowered, removed or trained clear prior to all helicopter operations.
- All projections in the operating area upon which a net, hook or line may become fouled shall be removed or covered.
- Lines from a hovering helicopter shall never be made fast to the ship for any reason or shall any line from the hovering helicopter be allowed to foul upon any part of the ship.
- When transferring injured personnel from ship to helicopter by stretcher, the sling shall normally be rigged off center in order that the stretcher may enter the helicopter head first in a slightly inclined position. A steadying line of about 50 feet in length shall be secured to the foot of the stretcher so the patient goes up to the helicopter parallel to the helo, then into the helicopter centerline. Stokes stretchers shall be used for this purpose. Adequate and properly rigged flotation gear must be attached to the stretcher prior to any hoisting operation.
- Prior to working cargo from or to the hovering helo, the cargo wire must be grounded utilizing the grounding wand.

Figure E-2-5-2 - Safety Awareness Items For HELO OPS

HELO CRASH BOX INVENTORY	
Item Name	Qty
AX-PICK HEAD	1
BLADE - HAND HACKSAW 10 IN	1
CUTTER - WIRP HAND OPER	1
EXPLOSIVE PROOF FLASHLIGHT (<i>WATERPROOF INDUSTRIAL</i>)	1
FRAME - HAND HACKSAW	1
GLOVES	6
GLOVES (<i>INSULATED RUBBER</i>)	2
KNIFE	2
PLIERS - LMM 8 IN	1
PRY BAR	1
SCREWDRIVER	
- STD TIP 8 IN	1
- PHILLIPS 8 IN	1
WRENCH	
- OE ADJ 12 IN	1
- VICE GRIP 7 IN	1
WAND, GROUNDING	1
HELMETS W/EAR PROTECTORS	
YELLOW	1
BLUE	1
RED	6
WHITE	1
JERSEYS	
YELLOW	2 (1 XL + 1M)
BLUE	2 (1 XL + 1M)
WHITE W/ RED CROSS	2 (1 XL + 1M)
RED	6 (3 XL + 3M)
PROTECTIVE GOGGLES (<i>CLEAR LENSES</i>)	12
SOUND ATTENUATORS	12

Figure E-2-5-3 - HELO Crash Box Inventory

T-AGOS HELO OPS TRAINING	
Course	Personnel
Landing Signalman, Enlisted (<i>Recertification no later than every 3 years</i>)	Master, First Officer, Third Mate

Figure E-2-5-4 - T-AGOS HELO OPS Training

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

SECTION 6 - COLD WEATHER OPERATIONS

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E-2-6-1 GENERAL

The Master is required to comply with the requirements of Chapter 2, Section 9 in preparing for and operating the ship in cold weather. This includes preparing and utilizing a Cold Weather Operations Bill. This section is provided to assist the Master in fulfilling this requirement and address some issues and problems peculiar to the T-AGOS class.

E-2-6-2 DUTIES AND RESPONSIBILITIES

In addition to responsibilities described in Articles 2-9-2 and 2-9-4, Masters of T-AGOS ships shall:

a. Schedule a cold weather planning session to be attended by the SURTASS Mission Supervisor (*SMS*)/OIC/MC, Chief Mate, Chief Engineer, Chief Steward and Medical Department Representative (*MDR*).

b. Implement special cold weather operating procedures.

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E-2-6-3 SURTASS EQUIPMENT PREPARATIONS

a. The SMS is responsible for informing the Master on all aspects of the array, array winch and operations and communication equipment. The SMS shall ensure each member of the SURTASS crew is familiar with the Cold Weather Operations Bill, attends scheduled cold weather safety briefings and complies with cold weather operations policies and procedures.

b. With the exception of navigation and communications equipment, the ship's crew is responsible for the maintenance of all installed equipment including the winch house and array winch. Cold weather preparation for this equipment shall include the following:

(1) Array Winch

(a) Activate and test array winch lube oil sump heater (*if installed*). Check installed thermometer.

(b) Install winch motor protective cover.

(c) Protect fair lead mechanism and winch brake bands with canvas covers when not in operation.

(d) Lubricate with low temperature grease.

(e) Prior to operating the winch, ensure the winch motor idles for at least 10 minutes to warm the hydraulic fluids.

(2) Winch House

(a) Test winch house window heater.

(b) Provide hand held blow dryers to supplement the installed defoggers if needed.

(3) Stern Chute Water System

(a) Secure and drain the system before entering cold weather.

(b) Blow down lines to prevent nozzle freezing.

(4) Antennas

(a) Check the tightness of exposed antenna components.

(b) Windbirds should be insulated as much as possible (*two hand held anemometers are recommended*).

(c) Radar antenna scanners are susceptible to icing of the inner rotating axis. To prevent freeze up, the following actions will be taken:

(1) Keep a coating of anti-freeze MIL 0-1-548 on the areas between rotating and nonrotating areas.

(2) Install a light weight, nonreflective cover on the antenna when arctic operations are planned.

c. Conference. The SMS shall attend a conference with the Master to review cold weather operations and planning. Coordination of preparations shall be discussed and cold weather operations of all SURTASS and communications equipment reviewed. Personnel safety, protection and health precaution should be reviewed. The Cold Weather Operations Bill should be made available and posted where conspicuous to all SURTASS personnel.

E-2-6-4 DECK PREPARATION

In addition to actions described in Articles 2-9-3 and 2-9-4, the following on deck preparations shall be made when the temperature is expected to drop below 35°F.

a. Rescue Boat. Stow the outboard motor in a heated space, e.g., array winch workshop. Slush cable falls and lubricate the davit and winch with cold weather lubricant. Install a protective cover over the air hoist.

b. Watertight Doors, Vent Covers. Test the closure of all watertight doors and vent covers. (*Chalk knife edge and close tight.*) Report nontight closure to Chief Engineer for repair.

c. Deck Phones, PA, Connectors, Switches, etc. All on deck telephones, PA and miscellaneous switches should be covered.

d. Miscellaneous Equipment. All removable miscellaneous equipment not otherwise required should be stowed inside or below deck.

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e. Compressed Gas Bottles. Oxygen, acetylene, etc., should be stowed in a heated space if possible.

E-2-6-5 ENGINEERING PREPARATION

In addition to actions described in Articles 2-9-3 and 2-9-4, T-AGOS engineers will assist Deck Department personnel in winterizing all deck machinery and equipment, including fire stations, water and air lines, winches, hoists, wildcats, etc.

E-2-6-6 STEWARD DEPARTMENT PREPARATIONS

a. In addition to actions described in Articles 2-9-3 and 2-9-4, the Steward Department shall render supply assistance to the First Officer, Chief Engineer, SMS/OIC/MC and MDR. The Steward Department will also ensure requisitions for cold weather operations supplies are properly submitted in a timely manner.

b. Stock cold weather items for ship's store.

(1) Gloves

(2) Stocking caps (*watch caps*)

(3) Boots, insulated

(4) Insulated and thermal underwear

(5) Socks

(6) Sweaters

(7) Foul weather gear

c. Inventory and issue exposure suits, foul weather gear and extreme cold weather clothing. Such items shall be treated as controlled equipment.

E-2-6-7 MEDICAL DEPARTMENT PREPARATIONS

In addition to actions discussed in Articles 2-9-3 and 2-9-4, Medical Department preparations shall include the following:

a. Review medical records.

b. Instruct the crew in cold weather medical dangers such as hypothermia, frostbite, etc.

E-2-6-8 LIMITING CONDITIONS

T-AGOS ships and installed equipment have limitations regarding operation in ice and/or cold temperatures. The following information is provided to assist the Master in evaluating conditions he may encounter in operation.

a. Hull ice strength class C, designed and constructed for navigation in light ice conditions (*including rudder stock*).

b. Propellers are not ice strengthened. Bronze propellers are subject to damage when operating in ice. Propeller damage may adversely affect ship silencing and degrade acoustic operations.

c. Inflatable Life Rafts are inflation tested to -22°F, although inflation rate slows from 1 to 3 minutes.

d. Hydrostatic Releases are tested to -30°F after freezing in salt spray.

e. Rescue Boat. The rescue boat should be maintained fully inflated at all times and should be checked for proper inflation in cold weather.

f. Array Winch. The lubricating oil for the array winch must be maintained above 32°F. For temperatures below freezing some kind of lube oil heating is necessary.

g. Rotating Antennas. The radar antennas are designed to operate at -13°F.

h. Accommodations Heating was designed for temperatures to 0°F.

i. Stability. Icing on deck and on the superstructure will affect stability. The stability booklet should be consulted for the decrease in GM due to icing.

j. Array. All decisions on array capability in ice and cold weather will be relayed by the SMS.

E-2-6-9 DEICING PROCEDURES

In addition to the general guidance provided in Article 2-9-5, the towed array winch should be treated with care in ice removal. Procedures similar to other deck equipment and sensitive gear noted in Article 2-9-5 are appropriate.

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E-2-6-10 CREW COLD WEATHER OPERATIONS AND SAFETY TRAINING

a. Training. The Master shall ensure that all onboard personnel (*crewmembers, technicians, etc.*) are properly trained for cold weather operations. All such personnel shall be familiar with the Cold Weather Operations Bill, methods to perform assigned duties during cold weather or ice operations and the safety aspects of such operations. All onboard personnel should be given opportunity to participate in all training that is offered. The training should be presented by qualified members of the cognizant department (*i.e., First Officer, Chief Engineer, MDR, SMS/MC*). Training topics should include but are not limited to the following:

- (1) Shiphandling in marginal ice areas.
- (2) Ice seamanship and safety.
- (3) Effects of low temperature on materials.
- (4) Low temperature operating instructions for shipboard equipment.
- (5) Sea ice and its classification.
- (6) Ice terminology.
- (7) Principles of cold weather clothing.
- (8) Ice removal techniques and methods.
- (9) Physical and psychological hazards of cold weather operations, including frostbite, wind chill, snow blindness, hypothermia, immersion foot (*trench foot*). This training should include symptoms, first aid and treatment.
- (10) Cold weather survival techniques.
- (11) Care and use of exposure suits and extreme cold weather clothing.

b. Safety Procedures. The Master shall ensure that all onboard personnel comply with the procedures outlined in the Cold Weather Operations Bill, which has been developed to ensure their safety as well as ship safety. As a minimum, the following safety rules shall be enforced for personnel working on deck once cold weather conditions are set:

- (1) When working on the after deck (*array tenders*) or above the main deck, harnesses shall be worn and safety lines attached.
- (2) Personnel shall work in pairs.
- (3) Protective clothing will be worn whenever leaving a heated space
- (4) When removing ice, crewmembers should exercise extreme caution to avoid personal injury.
- (5) Goggles should be worn while chipping ice.
- (6) Once icing has occurred, all off-duty personnel shall remain indoors.

E-2-6-11 COLD WEATHER READINESS INSPECTION

a. In preparing for cold weather or ice operations, the Master, First Officer and Chief Engineer shall conduct an inspection of the ship's weather decks and all accessible spaces. All items, equipment and conditions potentially affected by cold weather operations or icing should be identified. Proposed solutions for cold weather operation problems and deficiencies should be discussed and each problem identified, recorded and tasked to the appropriate officer. The SMS/OIC/MC, MDR and Steward should be consulted in preparing the worklist.

b. Before getting underway in cold weather or commencing a voyage during which cold weather can be anticipated, the Master shall ascertain that all required cold weather/ice preparations have been satisfactorily completed.

c. Once cold weather conditions are set and the Cold Weather Operations Bill is implemented, the Master shall thoroughly inspect the ship (*exposed areas and each accessible space*), note the effectiveness of preparations and apparent deficiencies. He shall be accompanied by the First Officer, Chief Engineer, MDR and SMS/OIC/MC. The inspection shall be logged and reported to the T-AGOS Project Office or T-AGOS Detachment Pacific. The report should provide recommendations (*if any*) for improving T-AGOS preparations for conducting cold weather operations.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

SECTION 7 - VOYAGE NUMBERS

Commencement and Termination of Voyage.....	E-2-7-1
Numbering Voyages.....	E-2-7-2

E-2-7-1 COMMENCEMENT AND TERMINATION OF VOYAGE

a. Mission Voyages. A voyage commences on arrival at an operational port and ends when the T-AGOS ship again arrives at an operational port after having completed a mission as specified in an operation order (*OPORD*). A previous voyage always ends at the same time a new voyage commences. Emergency and voyage repairs including diversion shall be considered part of a voyage.

b. Major Repair and Overhaul Voyages

(1) When overhaul or major repairs are performed in the scheduled operational port, a voyage commences upon completion of overhaul. When the scheduled operational port is not the same port where repairs are performed, the voyage commences at the time of arrival at the operational port or upon commencement of transit directly to mission assignment.

(2) When a mission is completed in an operational port and an overhaul is performed in the same port, the voyage ends upon arrival in operational port. When the overhaul port is not the same as the operational port, the voyage ends upon arrival at the overhaul port or the first port where the ship commences her overhaul availability periods.

(3) All times and movements incident to major repairs, overhaul, activation and inactivation which occur after a mission voyage terminates and prior to the start of the next voyage shall be considered an overhaul voyage and shall be numbered consecutively the same as a mission voyage but the voyage number will be prefixed by "X" as "X7-98."

c. Correct Voyage Period or Number. Questions which cannot be resolved as to the voyage period or number shall be referred to COMSC. There should be no direct correlation between the voyage numbers and the directing operation order for classified deployments.

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E-2-7-2 NUMBERING VOYAGES

a. The first mission voyage commencing in a calendar year shall be designated as voyage 1 and all subsequent voyages shall be numbered consecutively until commencement of the first voyage of the following year. Each voyage number shall be followed by the last two numerals of the calendar year, as for example: 1-98, 2-98, 3-98, 1-99, 2-99. Overhaul "voyages" shall be prefixed by "X" as "X7-98."

b. An example of the procedure for number voyages is as follows:

**Voyage
Number**

- | | |
|--------------|--|
| 1-98 | On January 10, 1998, the ship arrives in operational port. The first voyage of the year commences at the time in port. The ship departs on mission assignment on January 25, 1998 and returns to operational port on March 25, 1998. |
| 2-98 | The second voyage commences and the first voyage terminates on March 25, 1998, the time of arrival in operational port. The ship departs on mission assignment on April 9, 1998, completes mission on June 9, 1998 and proceeds to San Francisco CA, arriving on June 20, 1998. |
| X3-98 | On June 20, 1998, the T-AGOS ship arrives in San Francisco for overhaul bidding. The third voyage commences and the second voyage terminates on arrival in San Francisco. This voyage number is prefixed by "X," indicating it as an overhaul major repair voyage. The overhaul work is awarded to a yard in Los Angeles. The ship proceeds to Los Angeles on June 25, 1998 where the overhaul work is performed. After overhaul the ship proceeds to her operational port. |
| 4-98 | On July 30, 1998, the ship arrives in operational port. The fourth voyage commences and the third voyage terminates on arrival. The ship departs on mission assignment on August 5, 1998 and returns to operational port October 14, 1998. |

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 2 - OPERATIONS

**SECTION 8 - IN-PORT PRACTICES AND ASHORE MANAGEMENT
AND SUPPORT**

Port Calls	E-2-8-1
Port Services	E-2-8-2
MSC Representatives.....	E-2-8-3
Contract Operator Representatives	E-2-8-4
Visitors	E-2-8-5

E-2-8-1 PORT CALLS

Whenever practical, FLTCINCs and Operational Commanders will utilize U. S. and overseas military ports for T-AGOS port calls. This procedure will provide additional in-port security and an opportunity to shift the communications guard to an ashore military communications activity. Additionally, it allows for an interface with the Navy Supply System and provides embarked military an opportunity to utilize military facilities and services.

E-2-8-2 PORT SERVICES

a. When entering or leaving port, the Master shall submit an arrival or departure LOGREQ for port services to the appropriate facility responsible for arranging services. In addition, the LOGREQ should include the T-AGOS Project Office or T-AGOS Detachment Pacific as info addrees and any MSC representative for that port.

b. If MSC support is not available, the contract operator will secure the necessary port services from an approved agent. Any agent employed by the contract operator must be approved by the T-AGOS Administrative Contracting Officer. See Chapter 2, Section 17, regarding functions of local agents.

E-2-8-3 MSC REPRESENTATIVES

When desirable and feasible, T-AGOS Project Office or T-AGOS Detachment Pacific representatives will attend T-AGOS ship port calls.

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E-2-8-4 CONTRACT OPERATOR REPRESENTATIVES

The T-AGOS contract operator shall have a port engineer present during all in-port periods, both in U. S. or overseas, when maintenance or repairs needing industrial assistance exceeding \$25,000 are required. During all other in-port periods the contract operator may send either a port captain or a port engineer attend the ship throughout the in-port period.

E-2-8-5 VISITORS

Non-crewmembers will not normally be allowed access to classified/secure areas onboard T-AGOS ships.

APPENDIX E - OCEANOGRAPHIC SURVEILLANCE SHIPS (T-AGOS)

PART 3 - SECURITY

Note: COMSC physical and information security policies and procedures that are unique to T-AGOS ships are included in Articles 2-3-1, 2-3-3, 2-3-6, 2-6-5, 2-6-6, 2-12-1, 2-15-2, 3-1-1, 3-1-2, 3-2-2, 3-2-3, 3-2-4, 3-2-5, 5-1-6, 5-1-8 and various articles in this appendix. Also see SOM Chapter 3, Sections 1 and 2.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 4 - COMMUNICATIONS

SECTION 1 - GENERAL

Background	E-4-1-1
Responsibilities	E-4-1-2
Releasing Authority	E-4-1-3

E-4-1-1 BACKGROUND

T-AGOS ships utilize communications equipment and circuits significantly different than merchant ships. Primary communications support is through satellite links to an interface ashore which provides for the passing of incoming and outgoing message traffic through Navy/DOD communications circuits. A detailed description of this communication system is found in NTP 10D, *Communications Instructions for Ships Controlled by the Military Sealift Command and the U. S. Flag Merchant Fleet*.

E-4-1-2 RESPONSIBILITIES

Communications personnel, under the direction of the SMS/OIC/MC, are responsible for the following:

- a. All electronic equipment shall be maintained in the highest possible state of readiness. All significant casualties beyond ship's force capability to repair within 48 hours shall be reported via CASREP message as prescribed in Part 2, Section 4 of this appendix.
- b. Basic communications procedures, logs and files shall be in accordance with NTP 4D, *Naval Telecommunications Communications Procedures-Fleet Communications*, as well as other applicable fleet telecommunications directives.
- c. The SMS/OIC/MC shall keep the Master informed on the status of electronic equipment to include reports of any casualties or limitations.
- d. All outgoing message traffic shall be processed for transmission in an expeditious manner on a 24-hours-a-day basis.
- e. All incoming message traffic shall be routed to the Master and SMS/OIC/MC at a minimum. The Master and SMS/OIC/MC will develop an integrated distribution plan to ensure that key personnel receive traffic on a need to know basis.

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f. All urgent message traffic relevant to ship operation shall be routed to the Master as soon as possible after receipt.

E-4-1-3 RELEASING AUTHORITY

The Master shall have overall releasing authority for outgoing, non-mission specific message traffic. The SMS/OIC/MC shall have releasing authority for mission-specific message traffic and their respective administrative company message traffic.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 5 - ADMINISTRATION AND PERSONNEL

SECTION 1 - MEDICAL, SANITATION AND FOOD OPERATIONS

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Food Handling.....	E-5-1-4
Standards of Appearance	E-5-1-5
Environmental Conditions.....	E-5-1-6

E-5-1-1 RESPONSIBILITY FOR MEDICAL DISRUPTION

The contractor shall be responsible to the government for all costs incurred in providing emergency or other medical treatment, transportation and all other costs incident thereto for the care of medically or mentally unfit contractor personnel where the contractor failed to screen employees in accordance with COMSCINST 6000.1C. Non-productive time occasioned by all such incidents shall be subject to off-hire provisions.

E-5-1-2 HOTEL SERVICES

The contract operator shall provide complete hotel services to the personnel to include the specific services described below. Food storage, sanitation and safety shall be in accordance with the latest revision to NAVMED P5010, *Manual of Naval Preventive Medicine*.

E-5-1-3 SANITATION SERVICES

The contract operator shall maintain the ship in a sanitary condition at all times in accordance with standards prescribed in COMSCINST 3120.16B, *Subj: Standards of Appearance*; and NAVMED P5010, *Manual of Naval Preventive Medicine*. The direction in Figure E-5-1-1 shall be used by the contract operator as a check-off list to conduct weekly sanitary inspections.

a. Operate Sanitary Systems. The contract operator shall operate the sanitary systems in accordance with COMSCINST 3540.6, *Subj: Engineering Operations and Maintenance Manual (EOMM)*, and shall maintain the pressure and volume of the sanitary system flushing water within design conditions.

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b. Operate Sanitary Sewage Disposal System. The contract operator shall operate and maintain the installed sewage system in accordance with the manufacturer's instructions, U. S. Coast Guard Regulations, the Environmental Pollution Act of 1970 and NAVMED P5010, Chapter 7, to preclude contamination of harbors, rivers, channels or other restricted areas with raw sewage and impede the health and well-being of embarked personnel.

E-5-1-4 FOOD HANDLING

All contract operator personnel employed as food handlers shall meet the health and training standards set forth in NAVMED P5010, *Manual of Naval Preventive Medicine* and in SECNAVINST 4061.1C, *Subj: Food Sanitation Training Program*. Each food handler shall have a current Food Service Training Certificate (NAVMED 4061/1). The Chief Steward/ Cook will maintain current Food Service Instructor Card. The contract operator shall follow food handling instructions and precautions as follows.

a. Purchase of Foreign Foods. The contract operator shall ensure that foreign meat, fish, poultry and dairy products will be purchased only in emergency situations and only from approved sources established by the Army and Air Force Veterinary Services or the Navy Medical Service and only in the quantities required to alleviate the emergency. The contract operator shall further comply with the provisions of COMSCINST 6000.1C, *Subj: MSC Medical Manual*; and NAVMED P5010, Chapter 1.

b. General. If food cannot be served immediately after it has been prepared, the 3-hour limit for holding food to be served will be observed. That is, if it is held longer than 3 hours after being cooked, it will be either thoroughly chilled to 40°F or below as soon after cooking as possible, or held at a temperature of 140°F or above. These temperatures retard the development of harmful bacteria. If the product is allowed to intermittently be refrigerated and warmed up, the total time of non-refrigerated periods will not be more than 4 hours. Ordinarily the chilling procedure will be the method of choice, because holding foods at high temperatures for a long period of time results in the loss of nutritional value as well as undesirable changes in flavor and appearance.

c. Chilled Leftovers. Leftovers shall not be frozen and shall not be retained if not used within 36 hours. Reuse of cooked protein such as meats, fish, poultry and foods containing eggs and milk, must follow the 3-hour rule explained above. They must be examined closely if held at temperatures between 40°F and 140°F longer than 4 hours cumulative time. Cream puffs, custard-filled pies, cakes, eclairs and similar products, including those containing synthetic fillings, shall be prepared under strict sanitary conditions, covered, cooked quickly and refrigerated until served. They shall remain under refrigeration on the serving line, and any leftover items shall be disposed of at the end of the day.

Foods

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composed of ingredients which have been peeled, sliced or diced by hand after cooking must never be used as leftovers. These foods include, but are not necessarily limited to potato salad, chicken/turkey salad, macaroni/shrimp/egg salad, hashes, gravies, dressings, creamed meats and most seafood.

d. Clean Food Areas. The contract operator shall maintain all dining facilities used by sponsor personnel, galleys used to prepare food for sponsor's consumption and refrigerated and dry storage spaces used to store food for sponsor consumption free of dirt, debris and pest infestation.

e. Operate Refrigeration System. The contract operator shall operate the installed cooling and refrigeration systems in accordance with the EOMM.

f. Food Service Operations. All food service operations shall be conducted in a safe and sanitary manner. The grease traps over all ranges, grills, ovens and deep fat fryers shall be flushed and cleaned after each day's operation. All exposed galley surfaces shall be wiped down with detergent and hot water after each day's operation. Once a week, the galley shall be thoroughly cleaned from top to bottom, including but not limited to cleaning out the inside of surfaces of all reefers, emptying and cleaning all drawers and shelves, dismantling and cleaning all mechanized galley equipment such as food mixers, meat slicers, can openers, etc., opening and cleaning all grease traps under grills and around deep fat fryers and doing all the other things normally associated with a galley field day. The galley and all other food service spaces shall be maintained in a sanitary condition meeting the standards set forth for such spaces in NAVMED P5010.

E-5-1-5 STANDARDS OF APPEARANCE

a. Maintain Standards of Appearance. The contract operator shall maintain the ships in a high state of cleanliness, preservation and material condition in accordance with COMSCINST 3120.16B, *Subj: Standards of Appearance*.

b. Clean Sponsor Work Areas. The contract operator shall, at a minimum, on a weekly basis, sweep, swab and wax floors in unclassified sponsor work areas. In unclassified sponsor work areas, the contract operator shall empty wastebaskets daily.

c. Clean Living Spaces. The contract operator shall clean the sponsor living spaces commensurate with the ships' officers. These services shall include daily and weekly janitorial services.

(1) On a daily basis, the contract operator shall, at a minimum:

(a) Clean commodes.

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- (b) Clean showers.
 - (c) Clean wash basins.
 - (d) Dust rooms.
 - (e) Empty trashcans.
 - (f) Make beds.
 - (g) Sweep and swab decks or vacuum if carpeted.
- (2) On a weekly basis, the contract operator shall, at a minimum:
- (a) Disinfect heads.
 - (b) Strip and wax decks (*tile only*) (*as needed*).
 - (c) Wash down bulkheads and overheads.

d. Clean Sponsor Recreational Lounges. The contract operator shall clean the sponsor personnel recreational lounges except those assigned to military personnel E-6 and below. These services shall include daily and weekly janitorial services.

- (1) On a daily basis, the contract operator shall, at a minimum:
- (a) Dust rooms.
 - (b) Empty trashcans.
 - (c) Sweep and swab decks or vacuum if carpeted.
- (2) On a weekly basis, the contract operator shall, at a minimum:
- (a) Strip and wax decks (*tile only*) (*as needed*).
 - (b) Wash down bulkheads and overheads.

e. Clean Areas Contiguous to Sponsor Areas. The contract operator shall keep passageway and ladderwells free of dirt and debris at all times, and sweep and swab decks on a daily basis. On a weekly basis, the contract operator shall perform, at a minimum, the following janitorial services.

- (1) Wash overheads and bulkheads.
- (2) Strip and wax the decks (*tile only*) (*as needed*).
- (3) Polish brightwork.

f. Provide Linen Service. The contract operator shall ensure the following items are laundered: sheets, blankets, bedspreads, pillowslips, towels and bath mats. Bed linens shall be changed once every week; twice a week if ambient temperature exceed 80°F during a 7-day period. Towels shall be changed twice a week. Tablecloths shall be changed at a minimum daily. New mattresses must be provided to sponsor personnel every 12 months. Fresh bed linens and towels shall be provided when sponsor personnel are transferred or replaced.

g. Provide Self-Service Laundry Facilities. The contract operator shall make available self-service laundry facilities for the sponsor which may be shared by the ship. Laundry facilities will be available at all times and will include a sufficient amount of all cleaning supplies.

E-5-1-6 ENVIRONMENTAL CONDITIONS

a. Pest Control Technology

(1) The contract operator shall ensure that all living spaces, recreation lounges, work areas and contiguous areas under the contract operator's control are free of pests at all times. The contract operator shall ensure that all personnel conducting pest control measures have been properly trained and certified in accordance with the NAVMED P5010, Chapter 8, *Medical Entomology and Pest Control Technology*. The contract operator is responsible for ensuring rat guards are appropriately installed on all mooring lines and service lines such as steam and water, and that the gangway and other potential access points are appropriately lighted or protected to preclude rodents. All stores shall be checked by the contract operator's personnel or Government personnel, as appropriate, prior to loading to ensure they are rodent or pest free.

(2) Certificate of Deratization. The contract operator shall make arrangements to procure the necessary inspection. The contract operator shall maintain the Certificate at all times to ensure there will be no delays in sailing the ship or entering ports (*see NAVMED P-117, Manual of the Medical Department, Article 22-37*).

b. Potable Water Production and Storage. The contract operator shall provide potable water, both hot and cold, in accordance with COMSCINST 9330.6D, *Subj: Accommodations Standards for Military Sealift Command Ships*.

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c. Potable Water Conditioning. The contract operator shall test, treat, monitor, maintain and report the condition of the potable water in accordance with NAVMED P5010, Chapter 6, *Water Supply Afloat*.

d. CBR-D Washdown Systems. The contract operator shall operate, maintain and test the Chemical/Biological/Radiological Warfare Defense washdown systems as required by Article E-2-2-3 of this instruction.

SANITATION INSPECTION CHECK-OFF LIST

Food Preparation, Service and Storage Areas

- All messrooms, galleys, storerooms, refrigerated spaces and pantries are to be kept clean and orderly.
- Perishable food will be rotated with older stocks used first.
- All leftover foods are wrapped, dated, identified and disposed of if not used within 36 hours.
- Dry stores are kept on dunnage at least 6 inches from bulkheads for ventilation. Dry storerooms are clean, orderly, cool and dry.
- Refrigerated spaces are clean and neatly stowed, with spacing between products for ventilation and proper heat removal. Frozen meats are kept between 0 and below 0°F, dairy products are 32 to 34° F and fresh vegetables at 33 to 36° F. Frost buildup is never over 1/4" of refrigerant coils.
- Thermometers are placed in all refrigerators, freezers and refrigerated spaces. Temperatures are checked and logged twice daily by both Engine and Steward Department personnel, separately.

Food Service Personnel

- All food service personnel are examined for freedom from colds, cuts and communicable diseases by ship's MDR daily.
- Steward personnel are properly dressed and have neatly trimmed hair, beards and nails.
- All food service personnel are trained in food poisoning prevention and in sanitation procedures.

Galleys, Pantries and Messrooms

- **"NO SMOKING"** signs are posted in all food preparation and serving areas and in sculleries.
- Routine cleaning is performed to prevent grease build-up on galley ranges, troughs and grease trapping hoods and filters.
- Condiment jars and bottles are cleaned daily and sugar, syrup, salt and pepper containers are machine washed and air dried.
- Proper dishwashing detergent only is used in scullery machines and in handwashing dishes.
- Proper sponges are used for dishes, pots and pans. No steel wool is permitted in food preparation areas.
- Galley and messroom decks are swabbed after every meal.

Sculleries

- Dishwashing machines are kept clean at all times and in proper working order. Wash and rinse temperatures are continuously displayed by thermometers. Wash temperatures are maintained between 150 and 160° F. Rinse temperatures are never below 180° F.
- The dishwashing machine is drained and cleaned after every meal.
- Dishwashing machine arms and curtains are removed, cleaned and descaled no less often than weekly.
- Trash compactors are operable (*if onboard*).
- No plastic trash cans are used. Metal cans with plastic liners are used exclusively.
- All detergent and cleaning gear is stowed outside food preparation areas.
- Rodent and other pest control procedures are in effect and properly logged.
- Operating and safety instructions are prominently displayed near all galley and scullery mechanical equipment.
- All galley and pantry equipment, such as can openers, deep fat fryers, grills, slicing machines, ovens, ranges, steam jacketed kettles, etc., are cleaned after each use and kept free of grease and food residue.
- Galleys, pantries, sculleries and messrooms receive a thorough field day no less often than weekly.

Space Inspection

- Officers' mess
- Crew's mess
- Crew's quarters
- Officers' quarters

Figure E-5-1-1 - Sanitation Inspection Check-Off List

APPENDIX E - OCEANOGRAPHIC SURVEILLANCE SHIPS (T-AGOS)

PART 6 - ENTRY AND CLEARANCE

Note: There are no unique COMSC entry and clearance policies and procedures for T-AGOS ships (*see SOM Chapter 6*).

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APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)**PART 7 - MAINTENANCE AND REPAIRS****SECTION 1 - GENERAL**

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E-7-1-1 GENERAL TERMS OF CONTRACT

The operating contract states in general terms the manner in which ship maintenance shall be accomplished and outlines certain responsibilities and restrictions in maintenance functions. Performance of maintenance and repair will be in accordance with the 4700 series of COMSC instructions.

E-7-1-2 REPAIR CONTRACTS

Maintenance and repair of T-AGOS ships requiring industrial assistance shall be accomplished by means of subcontracts under the T-AGOS operating contract and not under NAVSEASYSOM or MSC Master Ship Repair Contracts. Contracts between the contract-operators and repair contractors for industrial assistance beyond the crew's capability are not Government contracts. Security aspects of T-AGOS operations will be protected by all involved in the repair activity at all times.

a. As a general rule, it is the policy of COMSC to have contract operators contract, on a competitive bidding basis over as wide a range as feasible consistent with efficient and economical operations, for all repair work, overhaul, activation and inactivation work and major maintenance work not performed by ship's force.

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b. All qualified repair contractors in the bidding area, with due consideration to the scope of the work, shall be considered by the contract operator. Holding a NAVSEASYSKOM or MSC Master Ship Repair Contract is desirable and shall be a factor when evaluating a repair contractor's qualifications. However, holding an MSC Master Ship Repair Contract is not of itself sufficient justification to award reimbursable industrial assistance contracts. The contract-operator must ascertain that the yard recommended for the award is capable of performing the required work. Industrial assistance contracts awarded by an operator are not MSC Master Ship Repair Contracts and the government is not a party to contract-operator industrial assistance contracts. A list of shipyards holding current MSC Master Ship Repair Contracts will be available through the T-AGOS Project Office upon request.

E-7-1-3 REPAIR AVAILABILITY

A repair availability is a period of time coordinated with the FLTCINC and assigned by the T-AGOS Project Office for the uninterrupted accomplishment of repair work. Two types of repair availabilities are normally scheduled: Regular Overhaul/Drydock Periods and Mid-Period Inspections.

a. Regular Overhaul. An availability approximately every 24 to 30 months for the accomplishment of general repairs, drydocking, alterations and USCG reinspections, usually of 25 days duration for monohulls and 35 days duration for SWATH and normally performed at a commercial shipyard.

b. Mid-period Inspections. An availability between the 10th and 14th month of the last Coast Guard inspection for certification for accomplishing repairs including those inspections/repairs satisfying U. S. Coast Guard mid-period inspections. Mid-period inspections may be conducted during mission readiness availabilities.

c. Voyage Repairs. Voyage Repairs are defined as repairs to the ship including any and all ship systems which are accomplished during regular inport time without requiring a change in the ship's operating schedule. The Contractor shall arrange for industrial and technical assistance necessary to accomplish voyage repairs in a timely manner so that the ship can safely and efficiently accomplish its mission.

d. Mission Readiness Availability. An availability between missions for accomplishing repairs or service to the SURTASS array or other mission equipment. Ship maintenance and repair may be accomplished on a not to interfere basis with mission equipment maintenance. While in-port availabilities will be scheduled for Little Creek and Honolulu when operationally feasible, remote ports will be used at the direction of the operational commander. Normally, in-port availabilities are 15 days duration for SURTASS ships and 45 days for counterdrug ships.

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E-7-1-4 TIME INTERVAL FOR BIDDING REGULAR OVERHAUL AND VOYAGE REPAIRS

In order that T-AGOS ships continue to perform their vital mission in the most economical manner, every effort shall be made to reduce the turn-around and repair time to a minimum consistent with good marine practice.

a. Prompt and thorough action must be taken whenever the contract-operator screens repair lists, assigns repair yards, supervises repair work or carries out other duties specified in these instructions.

b. The contract operator shall be responsible for incorporating all Government-requested items into the work package for industrial assistance. These items shall normally be provided to the contract operator at least 60 days prior to the scheduled overhaul availability, and 21 days prior to mission readiness, voyage repair or mid-period availabilities.

c. Prior to a scheduled mid-period or overhaul availability, the contract operator shall perform a pre-overhaul inspection. Immediately after the inspection, the contract-operator will submit to the T-AGOS Project Office and to T-AGOS Detachment PAC, if a PACFLT ship, formal repair lists and copies of any preliminary work items pertaining to the upcoming repair period using the approved MSC format. The contract operator shall ensure careful preparation of repair work lists and specifications by ship's force and port engineers. The contract operator shall keep close contact with the ship and periodically review the ship's repair requests with the intent to include all necessary repair items in the work package.

(1) The contract operator will prepare work packages based on his inspection, regulatory requirements and preventive maintenance requirements. The contract-operator shall submit two copies of the work package in MSC format to the T-AGOS Project Office and one copy to TAGOS Detachment PAC, if a PACFLT ship. After T-AGOS Project Office review, the contract operator will mail the work package at least 30 calendar days in advance of each overhaul or mid-period availability, to prospective repair facilities in the area established by the Government for bidding. This will permit the contract-operator to thoroughly screen those repair facilities most capable of performing the required work, and allow adequate time for the facilities to review the work package prior to bidding.

(2) The contract operator shall make a realistic estimate of the time required to accomplish the work contained in the work package, advise the T-AGOS Project Office/TAGOS Detachment PAC of same, and after receiving approval, proceed with that time frame for the availability, shall specify this time limit in invitations for bid and in contracts awarded. Low priority work items not improving the material condition of the

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ship and which may impact upon the length of the availability for the ship may be deferred if they can be accomplished more conveniently at a later date.

d. If operational requirements permit, the T-AGOS Project Office will make the T-AGOS ships available to prospective ship repair bidders for their inspection after distribution of the Invitations for Bid and the work package, and prior to opening of bids. The contract operator will be responsible for informing the prospective bidders of the time, date and location of this inspection and for conducting same. Designation of the port for bidders' inspection will be included in the ship's operational schedule.

e. Prior to the receipt of offers from prospective repair facilities, the contract operator shall submit to the Government an item-by-item estimate of the cost to accomplish Government reimbursable items along with the estimated bottom line cost to accomplish the remaining items in the work package. Immediately following the receipt of offers from prospective repair facilities, the contract operator shall inform the T-AGOS Project Office (*the Contracting Officer*) by telephone by TLX or message. Include the names and locations of the solicited repair facilities, and the total cost and bid breakdown for all of the items in the work package and a recommendation for award based upon lowest qualified bidder.

f. Industrial assistance subcontracts costing between \$25,000 and \$100,000 may be authorized by the T-AGOS Project Office. Work packages cannot be divided to maintain industrial assistance subcontracts below \$25,000.

E-7-1-5 SCHEDULES FOR REGULAR OVERHAULS

a. The T-AGOS Project Office/TAGOS Detachment PAC will provide T-AGOS availability/overhaul schedules to the contract operator. COMSCINST 4700.14A, *Subj: Material Readiness Evaluations (MREs) and Planning for Major Availabilities*, provides planning guidance for overhauls and major availabilities.

b. The schedule will be followed as closely as possible, but will be modified as necessary to conform with operational requirements. The T-AGOS Project Office will communicate with the contract operator regarding the work to be accomplished and the logical area for repairs. Then COMSC (*Contracting Officer*) will notify, by letter, the contract operator of the impending availability by issuing orders regarding:

(1) The general scope of the work to be accomplished on the ship, including Government directed work.

(2) Approximate start and stop dates, including the length of availability.

(3) The operational status of the ship during the availability.

- (4) The locality in which the work will be performed.

The overhaul schedule itself is not authority to effect work. Implementation will be by the above letter followed by a sail order.

c. The Government reserves the right to designate certain yards and countries "*off-limits*" for operational or security reasons.

E-7-1-6 DRYDOCKING

T-AGOS ships shall be inspected, surveyed and drydocked as required by regulatory bodies and at such other times as necessary or designated by the T-AGOS Project Office.

a. With prior approval by the Government, arrangements will be made by the contract operator to obtain U. S. Coast Guard inspections and American Bureau of Shipping surveys as required in accordance with Chapter 10, Section 2.

b. To prevent excessive wastage of bottom plates, an item shall be included in the overhaul and drydocking specifications to require the drydocking shipyard to furnish a spotting plan showing the locations of dock blocks and the respective position of the ship. A copy of such spotting plan shall be retained onboard the ship for reference. On each subsequent drydocking, blocks shall be positioned to miss freely the block spots of the previous docking. The contract operator shall submit a copy of the last drydock block arrangements to the repair yard for use in properly spotting the blocks.

c. The contract operator shall make necessary arrangements with the drydocking shipyard for the preparation of a drydocking report upon completion of docking using NAVSHIPS Form 223. A copy of the block spotting plan shall be attached to each report. The Contractor shall distribute this report to the Contracting Officer and the T-AGOS Project Office and shall retain one copy onboard ship.

E-7-1-7 APPROVAL FOR INDUSTRIAL ASSISTANCE

a. In accordance with the operating contract, the contract operator must obtain prior approval of the Contracting Officer or delegated representative for any industrial assistance exceeding \$25,000. Occasionally, change orders for industrial assistance, initially estimated at less than this threshold, will exceed that amount after repair work has begun. The contract operator shall notify the T-AGOS Project Office by message, or by telephone confirmed by message, at the first indication that the above dollar limitation may be exceeded, reporting the circumstances and advising of the exact nature of the necessary work and requesting approval to proceed. If, at the inception of the change order, there is

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any doubt by the contract-operator's port engineer regarding the estimated value of the change order, the contract-operator shall request prior approval from the T-AGOS Project Office to proceed with the work contained therein.

b. The Contractor shall request and receive Contracting Officer approval for any change orders with an estimated cost in excess of \$10,000. Further, the Contractor shall notify the Contracting Officer of any change order, regardless of cost,

(1) that is expected to require additional time to complete, or

(2) when cumulative dollar threshold of 10 percent of the original subcontract price will be exceeded (*deletion of work does not impact the 10 percent threshold*).

c. Change orders involving sponsor or government directed work over \$5,000 require prior approval from the Contracting Officer, in accordance with the operating contract.

E-7-1-8 SUPERVISION OF REPAIRS

The contract-operator shall supervise the maintenance and repairs of the T-AGOS ships. All repairs accomplished under the supervision of the contract operator are subject to inspection by the T-AGOS Project Office, T-AGOS Detachment Pacific and/or COMSC. Of particular interest to the T-AGOS Project Office are alterations, those repairs of an emergency nature and maintenance, repairs, modifications and installations of Government equipment.

E-7-1-9 REPAIR WORK AT A NAVAL FACILITY

Repair work on T-AGOS ships may be accomplished at a naval activity when authorized by the T-AGOS Project Office. When such authorization is received, the operator shall proceed in collaboration with the T-AGOS Project Office, as outlined below:

a. Navy Regulations. Work may be done or facilities furnished to T-AGOS ships by a naval activity. U. S. Navy regulations stipulate, however, that no work shall be started or facilities furnished until funds to cover the estimated cost have been deposited with the Commanding Officer of the naval activity. The deposit will be by check in an amount equal to the estimated cost of the work. When the work is completed, any unexpended balance of the deposit will be returned to the contract operator. No expenditures shall be incurred in excess of the amount deposited. When actual costs exceed originally estimated costs, an additional deposit shall be made before work not covered by the original deposit is undertaken, provided, however, that in emergencies involving possible loss of life or valuable property, work may be started, or facilities furnished, prior to provisions for payment.

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b. Accounting. Charges and accounting for such work shall be as prescribed in Volume 3 of the NAVCOMPT Manual. This manual provides that:

(1) Billings for work performed by naval activities, other than Defense Business Operations Fund (*DBOF*) activities, to Armed Forces-sponsored activities shall include overhead costs.

(2) Billings by *DBOF* activities to Armed Forces-sponsored activities shall include charges for all costs incurred in connection with the work performed.

E-7-1-10 EMERGENCY REPAIRS

a. The Contractor shall immediately notify the Contracting Officer through the T-AGOS Project Office of emergency repairs. The Contractor shall advise the Contracting officer, Operational Commander, SPAWAR and the U. S. Coast Guard (*as appropriate*) by message. This Report of Required Emergency Repairs shall include the following information:

(1) All available details on the scope of the casualty, including cause (*if known*), the damage to any equipment or machinery or hull, and the consequential impact to other pieces of equipment or machinery, including Sponsor equipment.

(2) Estimated time out of service or delay to the ship's schedule to correct the casualty.

(3) Recommended course of action to correct the casualty.

(4) Special technical support, industrial assistance or salvage assistance required.

(5) Material requirements to correct the casualty, and a separate listing of those material requirements which cannot be met from the shipboard inventory.

(6) Estimated cost to correct the casualty, including a separate cost listing for correction to Sponsor's equipment.

(7) Repair port to which the ship is proceeding.

b. An MSC representative may monitor the repair to the extent considered necessary to protect the interests of the Government. ABS surveyors and USCG inspectors shall be called upon by the contract operator as appropriate to determine seaworthiness and retention of ship in class.

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E-7-1-11 CLAIMS AND DISPUTES

The contract operator shall immediately notify the T-AGOS Project Office of all claims and matters in dispute that may impact the scheduled or timely completion of any availability. The notification shall include a complete description of the factual basis for the claim, complaint or dispute, shall provide the positions of both the Contractor and the shipyard or repair facility, and shall provide the Contractor's recommendations for resolving the conflict. For industrial assistance in excess of \$200,000, the Contractor shall include a thorough analysis of the claim using the information gathered pursuant to TE-12 of the Contract and the proposed course of action.

E-7-1-12 TECHNICAL REPRESENTATIVES AND/OR INDUSTRIAL ASSISTANCE RIDING CREWS

The contractor's use of services of a technical representative or an industrial assistance riding crew shall be limited to those times when the ship's location at sea is not classified. Under all circumstances, the contract operator shall request and obtain prior authorization from the T-AGOS Project Office prior to securing technical representative or riding crew services. Under no circumstances will an uncleared rider have access to SURTASS equipment or spaces. In all cases, copies of service reports from technical representatives and riding crews shall be forwarded to the T-AGOS Project Office in accordance with the CDRL as they are received by the contract operator.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 7 - MAINTENANCE AND REPAIR

SECTION 2 - DUTIES OF AN MSC REPRESENTATIVE

Duties of an MSC Representative E-7-2-1

E-7-2-1 DUTIES OF AN MSC REPRESENTATIVE

During any repair availability for a T-AGOS ship, a T-AGOS Project Office or T-AGOS Detachment Pacific representative will be assigned to the ship. The MSC representative will attend that ship for the duration of the availability. The MSC representative shall reserve the right to:

- a. Attend the contract-operator's pre-overhaul inspection to obtain a thorough understanding of the extent and scope of work required.
- b. Obtain a copy of the bidding work package and, based on the survey at the contract-operator's pre-overhaul inspection, determine whether all needed work has been included in the work package and disapprove unauthorized alterations (*configuration changes*).
- c. Ensure that the contract operator has forwarded at least three copies of the work package to the T-AGOS Project Office at least 21 calendar days prior to its distribution to repair facilities.
- d. Attend the bid opening with the contract operator's representative at the contract-operator's office or an office designated by the contract operator, and report to the T-AGOS Project Office any unusual circumstances which involve possible bidder's late responses, mistakes, etc.
- e. Monitor the work to ensure that all items in the work package are accomplished properly.
- f. Review partial payment and final payment invoices to ensure that work on Government items for which payment is being authorized, has been accomplished.
- g. Review all change orders and extras to Government items to ensure that work ordered or canceled was, or was not, required.

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h. Attend the negotiation of change orders to the repair subcontract and attest as to whether the cost of extras was fair and reasonable. The following procedure shall be used in carrying out this task:

(1) The attending MSC representative and the contract operator's port engineer will discuss the estimated cost of all changes and extras to the repair subcontract. The attending MSC representative will notify the operator's port engineer of those estimates with which he disagrees. The operator's port engineer will be given an opportunity to discuss the items in disagreement and revise his estimate in consideration of the MSC representative's remarks. Should there continue to be a difference, the MSC representative shall suitably record the areas of disagreement.

(2) The attending MSC representative will attend the negotiations between the contract operator's port engineer and the shipyard as an observer. For each item he shall indicate the price negotiated and when there is a difference between the final price and the price agreed upon by himself and the contract operators' port engineer, he shall indicate why a different price was accepted.

i. In view of the responsibilities vested in the contract operator for upkeep and repair of T-AGOS ships assigned to him, the MSC representative shall not:

(1) Supervise the drafting of the work items, but merely attest to the T-AGOS Project Officer that the repairs are needed and that the specifications are sufficiently comprehensive to cover all required work.

(2) Supervise the repairs since a duality of responsibility would be involved. The contract operator's port engineer will supervise the repairs and direct the repair facility personnel.

(3) Negotiate prices of extras or credits. The contract operator's port engineer will negotiate with the shipyard.

(4) Indicate to any contractor or subcontractor personnel, prior to being advised by the T-AGOS Project Office, whether any extension of time is warranted for additional work or work in the original specifications.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 7 - MAINTENANCE AND REPAIR

SECTION 3 - REPAIRS, MAINTENANCE AND ALTERATIONS

Painting	E-7-3-1
Alterations	E-7-3-2
Status Reports	E-7-3-3

E-7-3-1 PAINTING

Painting shall be in accordance with COMSCINST 4750.2C, *Subj: Preservation Instructions for MSC Ships*.

E-7-3-2 ALTERATIONS

a. Definition. An alteration is any change in hull, machinery, fittings or equipment which involves changes in design, material, number or location of the component parts of a ship. COMSCINST 4700.2F, *Subj: Administrative Procedures for the Alteration, Maintenance and Repair of MSC Ships*, provides detailed guidance, policies and procedures for altering USNS ships.

b. Request. An alteration request (*MSC 4700/14*) from the contract operator recommending an alteration should be submitted to the T-AGOS Project Office. A separate submittal is required for each item describing the recommended change, listing the ships to which it is applicable, including sketches if necessary, cost data, weight and moment changes and describing both the defects of the existing design and the advantages to be gained by the change. With the exception of Minor Alterations, the Contractor shall submit all requests for alterations to the Contracting Officer through T-AGOS Project Office on a Government provided form (*MSC 4700/14*). Each alteration request shall contain, as a minimum:

- (1) A description of the problem requiring correction through accomplishment of an alteration.
- (2) The proposed solution to the problem.
- (3) The estimated cost, including the cost of procurement of new technical manuals for new equipment and the cost of spare parts for new equipment.

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(4) A detailed description of the work required to accomplish the alteration, including sketches as required.

(5) Condition of equipment to be replaced, if applicable, and the nameplate data of replacement equipment, if applicable.

(6) The justification for the alteration including ship/personnel safety, performance attainment or improvement, and when applicable, monetary savings. A comparative cost analysis must be included if a potential for monetary savings exists.

(7) Any additional load placed on the existing power plant by accomplishing the alteration, including additional load on heating, ventilation, air conditioning and electrical systems.

(8) An estimate of weight change and the vertical and longitudinal location of weight above the base line and the impact on draft and speed changes (*estimated*).

(9) A description of the impact to shipboard spaces, if applicable, including impact on crew accommodations, payload areas and access areas to compartments.

c. Approval. An alteration is approved technically by a Transportation Alteration (*TRANSALT*) (*MSC 4720/2*) which is issued by the T-AGOS Project Office describing the nature of the work. The Contracting Officer will provide direction for accomplishment of authorized alterations by issuance of a work order. The Contractor shall initiate no action towards the accomplishment of any alteration without first having secured the written authorization of the Contracting Officer.

d. Materials for Alterations. The procedure for procuring materials required for alterations will be specified on the *TRANSALT* form. Generally, the contract operator shall be responsible for obtaining such material.

E-7-3-3 STATUS REPORTS

For all availabilities which exceed 15 calendar days, the Contractor shall submit a Weekly Status Report to the Contracting Officer in accordance with the format prescribed in COMSCINST 3540.6, *Subj: Engineering Operations and Maintenance Manual (EOMM)*.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 7 - MAINTENANCE AND REPAIR

SECTION 4 - INTERPORT DIFFERENTIALS AND LIQUIDATED DAMAGES

Interport Differentials.....	E-7-4-1
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E-7-4-1 INTERPORT DIFFERENTIALS

All bids (*except those restricted to the West Coast of the United States*) shall have added to them the additional costs to the Government of repairing the ship in the bidder's yard as compared with the shipyard nearest to the last port in order to determine which offer represents the lowest net price to the Government. Interport differential shall be based on a diversion from a voyage between the last port and the next port via yard of the bidder. When MSC is unable to designate the next port of a ship following repair availability, the interport differential shall be based on one-way operational time from the last port to the yards of the prospective repair contractors. Interport Differential rates shall be computed in accordance with the Operating Contract.

E-7-4-2 LIQUIDATED DAMAGES

Daily liquidated damages, prorated for any portion of a day, will be specified in all overhaul solicitations. Applicable cost amounts will be provided to contract operators by the T-AGOS Project Office.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 7 - MAINTENANCE AND REPAIR

SECTION 5 - OPERATIONS AND MAINTENANCE RECORDS

Engineering Logs	E-7-5-1
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E-7-5-1 ENGINEERING LOGS

To maintain data on engineering plant operations of T-AGOS ships for use in future planning and evaluation of plant efficiency under varying operating conditions, engineering logs shall be maintained by each ship.

E-7-5-2 MACHINERY HISTORY

Turnover of shipboard personnel may cause a hardship on relieving engineers who have no knowledge of previous machinery troubles and compensating repairs. The Chief Engineer shall therefore maintain onboard and keep current a machinery history of all significant machinery and equipment. The Chief Engineer shall comply with the computerized shipboard automated maintenance module (*SAMM*) in maintaining machinery history.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 7 - MAINTENANCE AND REPAIR

SECTION 6 - SYSTEMS AND COMPONENTS

General.....	E-7-6-1
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E-7-6-1 GENERAL

All T-AGOS ships are fitted with an installation of electronic navigational aids similar to that of ships of like type in U. S.-flag merchant service.

E-7-6-2 ALLOWANCE LIST

The allowance of electronic equipment for all T-AGOS ships is stated in COMSCINST 9670.1G, *Subj: Allowance of Electronic Equipment for MSC Ships.*

E-7-6-3 ALTERATIONS AND MODIFICATIONS

COMSC (N7) will direct the accomplishment of specific alterations and modifications to improve the performance of electronic equipment. Except in an emergency, alterations or modifications to electronic equipment and systems will not be undertaken without the approval of the T-AGOS Project Officer.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 7 - MAINTENANCE AND REPAIR

SECTION 7 - CONSOLIDATED SHIPBOARD ALLOWANCE LIST

Changes in Allowance	E-7-7-1
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E-7-7-1 CHANGES IN ALLOWANCE

Authorized changes in a ship's allowance of repair parts and equipage are defined technically as alterations and shall be requested according to the alterations procedures in Article E-7-3-2.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 1 - GENERAL

Authority for Supply Support.....	E-8-1-1
Replacement of Machinery and Equipment.....	E-8-1-2

E-8-1-1 AUTHORITY FOR SUPPLY SUPPORT

a. All new or replacement repair parts and installed equipment should be ordered through the Navy Supply System and this effort documented. If the Navy Supply System does not stock the required item, or if the lead time required for a specific item fails to meet the operational requirements of the ship, the contractor shall procure the required item from commercial sources.

b. The contractor will provide, at its expense, any consumable supplies and provisions required to operate the ship. When in CONUS, the contractor is to procure all consumables and provisions from commercial sources. When operating outside CONUS and Hawaii, the contractor may order consumables and provisions from the Navy Supply System. Procurement of consumables (*less medical supplies*) and provisions from Navy services is to be handled as a "CASH SALE" transaction, and will be billed to the contractor at standard price plus an accessorial and administrative charge.

E-8-1-2 REPLACEMENT OF MACHINERY AND EQUIPMENT

a. The contract operator will identify required repairs and alterations and initiate action to accomplish such repairs as may be necessary for continued effective operations. After considering the cost of repair, cost of supply support and other justifiable considerations, the contract operator may determine it to be more economical or expeditious to replace the machinery and equipment. COMSC approval as per Part 7, Section 3, of this appendix, is required for renewal or replacement of equipment or components.

b. Prior to submitting the request for approval, the contract operator shall research the COSAL/SHIPCLIP. The request will describe the item and indicate the APL number and NSN. If the equipment cannot be located in the COSAL/SHIPCLIP, the request will note this fact and will contain a description of the equipment, the manufacturer's name and the model number, the APL number and the NSN if known. The request will state the reason for the replacement of the equipment. Pertinent recommendations of the contract operator will be included.

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c. When any machinery, equipment or component is added or replaced and is not identical to onboard equipments/components, the purchase is to include appropriate technical manuals (*instruction books*) containing operation, maintenance and repair information, vendor drawings and Provisioning Technical Documentation (*PTD*). The scope of PTD required shall be in accordance with the requirements of the Navy's Standard Provisioning Requirements Statement - Statement Version for Equipment, Systems, Shipbuilding Programs, Service Craft and Boats dated August 1981. PTD packages shall be submitted to the T-AGOS Project Officer for approval and further processing. The quality of manuals obtained shall be sufficient to satisfy the ship(s) and operator requirements. Ten (*10*) additional copies of all technical manuals procured shall be provided to COMSC. When identical equipment is installed on more than one ship, copies of manuals for COMSC are only required with the first ship installation. Reimbursement will be withheld until technical documentation is submitted and accepted.

d. When a new equipment is installed in a T-AGOS ship regardless of the source of the equipment, an Allowance Appendix Page (*AAP*) shall be prepared by the contract operator in accordance with the Navy's Standard Provisioning Requirements Statement (*PRS*)-Standard Version for Equipment, Systems, Shipbuilding Programs, Service Craft and Boats dated August 1981. Copies of all AAPs shall be submitted to the T-AGOS Project Officer. The primary source of data for development of AAPs for commercially procured equipments will be the PTD package procured with the equipment. The completed AAPs shall be compared to the applicable ships stock record battery and where AAP allowance requirements are greater than existing allowance or are new items, the difference between the current allowance and the new requirements will be placed on order using the procedures in SOM Chapter 8, Section 2, and Part 7, Section 2, of this appendix.

e. The contractor shall not purchase or replace any item of controlled equipage without approval from the T-AGOS Project Officer. The request shall be in writing, with a complete explanation of why the item is being replaced or required. The request shall include all of the information required to properly identify the item, including the recommended spare parts, the cost of the item and the vendor. Upon receipt of approval, the contractor shall establish a custody card for the item, showing all of the identifying data.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 8 - MATERIALS, SUPPLIES AND SERVICES

**SECTION 2 - PROCUREMENT OF SUPPLIES, REPAIR PARTS AND
EQUIPMENT**

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E-8-2-1 PROCUREMENT OF REPAIR PARTS

Requisitions shall be forwarded to the nearest cognizant supply activity in accordance with Article 8-3-5, except for those repair parts identified by a cognizance symbol "OX" stock number. For these parts, the contract operator will submit the requisition directly to COMSC (N4). Cognizant symbol "OX" items are managed and controlled by COMSC. PACFLT TAGOS ships should always submit "OX" Cog requisitions to FISC Pearl Harbor, regardless of vessel's location at sea or in-port.

E-8-2-2 PROCUREMENT OF EQUIPMENT

All requisitions for National Stock Numbered equipments which the contract operator procures from Government sources and for which alteration approval is required (*see Article E-8-1-2*) shall be submitted on DD Form 1348 using the same procedures as used for National Stock Numbered repair parts (*see Article 8-3-3*). Commercial sources of supply shall be used for all other procurements as directed in the approved alteration request.

E-8-2-3 REPAIR PART USAGE DATA COLLECTION

a. The contract operator shall establish and maintain a usage data collection system for all repair parts. Data elements required in the collection system are as follows:

- NSN/T-NICN/Part Number and FSCM*
- Unit of issue
- Nomenclature
- APL number
- Date of each requirement
- Quantity
- UIC of the ship
- Source of supply (*Name of vendor*)
- Type of Requirement (*Corrective, PMS or Overhaul*)

**Part Number and FSCM are to be provided only in the case where an NSN or T-NICN is not available.*

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b. Usage data shall be maintained during the contract period and reported to the Government annually on the anniversary date of the contract and a final report upon completion of the contract. The annual reports shall be cumulative from the start of the contract. The Government may require interim reports during the contract period. The contract operator shall establish a standard method for all T-AGOS ships to report their repair part usage data and maintain this data in one central location ashore.

E-8-2-4 PROCUREMENT OF FUEL AND LUBE OIL

T-AGOS ships shall obtain bunker fuel and lubricating oil from the following sources listed by priority:

- a. DFSC Military Stocks.
- b. DFSC Contract.
- c. Commercial sources (*authorized in the event sources a and b above are not available*).

If in a Government port with an MSC Representative present, the MSC Office or activity shall be used as liaison for arranging fueling via sources a and b above. However, ship's force shall complete the DD 1149 required for fueling and/or the DD 1250 required for lube oil purchases. If in a Government port with no MSC Representative present, the ship shall directly liaison with the U. S. Government (*usually a Naval Supply Center or DFSC Office*) in setting up fueling; ship's force would still complete DD 1149. If sources a and b above cannot provide required fuel and/or lube oil, the ship may obtain same from commercial sources via an agent, on a cost-reimbursable basis. The administrative charge for consumables, subsistence and equipage replacement items discussed in Article E-8-1-1 does not apply to fuel and lube oil procurement.

E-8-2-5 PHYSICAL SECURITY CONSUMABLES AND EQUIPAGE

The Government has established, by separate correspondence, authorized allowances and stocking levels for physical security consumables (*such as mace*) and equipage (*helmets, body armor, nightsticks, handheld radios, etc.*). The cost of initial procurement of physical security consumables and equipage shall be borne by the Government. However, the cost of replacing physical security consumables and equipage used/lost/damaged beyond use by normal wear and tear, shall be borne by the contract operator.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 3 - PROCUREMENT OF MEDICAL SUPPLIES

Issue of Medical Supplies	E-8-3-1
Other Medical Activities.....	E-8-3-2
Controlling Medical Items.....	E-8-3-3

E-8-3-1 ISSUE OF MEDICAL SUPPLIES

a. The government will provide each ship with medical and dental supplies, equipment and reference material at the beginning of each contract period. After delivery, the shipboard Medical Department Representative (*MDR*) shall be responsible for requisitioning medical supplies and reference material using the Navy Supply System to order all National Stock Number consumable medical supplies and equipment. The Government will assume the cost for all consumable medical supplies procured, so long as the total level of supply is not more than twice the AMAL/ADAL level per each stock item.

b. Naval Supply Centers will issue medical supplies to ship representatives (*authorized in writing by the Master*) or to the Master upon receipt of a completed requisition from a T-AGOS ship, providing the items required are within quantities specified on the appropriate Authorized Medical Allowance List (*AMAL*). PACFLT T-AGOS ship requisition forms should use the T-AGOS Detachment Pacific UIC Code (*N46078*) as the supplementary address. LANTFLT T-AGOS ship requisition forms should use the T-AGOS Project Office UIC Code (*N46077*) as the supplementary address.

c. Billings are subsequently sent directly to the MSC Area Command for payment. The Area Commander will pay the billing, and annotate the ship requisition form with accounting data using cost code 1320000XXXXX (*substitute the ship's UIC for the X's*) and forward the billing information to COMSC (*N00M*) for processing and submission to the contract operator.

NOTE: *Naval Supply Centers will issue medical items only to the MDR identified by an official letter of authorization signed by the Master or designated representative.*

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E-8-3-2 OTHER MEDICAL ACTIVITIES

Other Naval Medical and Dental Department activities having material in excess of their own current needs are authorized, when requested, to make issues. MSC subordinate offices will assist in processing these requests.

E-8-3-3 CONTROLLING MEDICAL ITEMS

The Government furnishes certain medical material for emergency use by the contractor in those portions of the ship under contractor control. The contractor will ensure that all such items are ready for emergency use and maintained in working condition for the treatment of the sick and injured. The AMALs/ADALs list all materials installed in the contractor's spaces and the minimal quantities of consumables and nonconsumables. The contractor shall establish and maintain adequate and reasonable controls/procedures for the custody and safekeeping of all medical supplies/equipment furnished by the Government.

APPENDIX E -OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 4 - PROCUREMENT OF SERVICES

Port Services	E-8-4-1
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E-8-4-1 PORT SERVICES

When entering or leaving port, the contract operator or the Master shall contact the T-AGOS Project Office, T-AGOS Detachment Pacific or local MSCO Office for port services. However, if such support is not available, the contract operator will obtain an approved husbanding agent and port services at Government expense. Government-provided port services include linehandlers, pilots, tug and pusher boats, sewage hookup and service, potable water hookup and service, cartage, telephone line hookup and service for dedicated SMS/OIC usage, shore power hookup and service (*normally, in the home port only*), crane service and stevedore assistance when required. The Government shall not provide the contract operator with vehicles for ship's use. Reimbursement of the contract operator for the above services, when obtained through an agent, shall not be subject to the administrative charge discussed in Article E-8-1-1.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 5 - FOOD SERVICE

Food Service Operation.....	E-8-5-1
Subsistence Charges.....	E-8-5-2

E-8-5-1 FOOD SERVICE OPERATION

a. Each T-AGOS ship shall maintain standard records and procedures to ensure that the endurance levels stated below are attainable upon departure from port for each mission assignment.

Type of Provision	Days Endurance
Dry	120
Chilled	45
Frozen	120

b. These endurance levels are within the capability of each T-AGOS ship as designed and built and will support the required contract operator crew and the assigned mission crew up to a total of thirty eight (38) personnel.

c. Guidelines for procuring subsistence items are the same as those contained in Article 8-3-5 (*see also Article E-8-1-1*).

E-8-5-2 SUBSISTENCE CHARGES

The government will reimburse the contractor for meals served to government/sponsor personnel not permanently assigned to the ship. All meals, including *"hot night lunch"* provided to permanently assigned mission personnel shall be part of the fixed per diem. All U. S. military officers will pay the supply officer at T-AGOS Project Office or T-AGOS Detachment Pacific for meals consumed.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 8 - MATERIALS, SUPPLIES AND SERVICES

SECTION 6 - SHIP'S STORE

Ship's Store Operation	E-8-6-1
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E-8-6-1 SHIP'S STORE OPERATION

The contract operator shall operate a ship's store onboard each ship for the benefit of the crew and embarked personnel. The operation of this store shall be at no cost to the government. Hours of operation shall accommodate the work and watch schedules of all embarked personnel. The hours of operation shall be posted in a place available to all embarked personnel. As a minimum, health and comfort items similar to what is found in a U. S. Merchant Marine slop chest shall be available for purchase.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 9 - SAFETY AND POLLUTION

SECTION 1 - SAFETY

General..... E-9-1-1

E-9-1-1 GENERAL

a. The Master of each ship is ultimately responsible for the safety of his ship, cargo and crew and nothing in these instructions shall relieve the Master of this responsibility.

b. The contractor operator shall implement and maintain a safety program in compliance with U. S. Coast Guard Regulations. The safety program shall encompass appropriate procedures and practices necessary to establish a safe and hazard-free working and living environment.

c. The contract operator's safety program, with MSC's approval, shall stand as the guidance for shipboard operations and procedures.

APPENDIX E - OCEAN SURVEILLANCE SHIPS (T-AGOS)

PART 9 - SAFETY AND POLLUTION

SECTION 2 - POLLUTION CONTROL

General..... E-9-2-1

E-9-2-1 GENERAL

a. Environmental protection is everyone's responsibility. The laws and rules which have been made to control pollution and lessen the negative impact on the environment are very far reaching and need to be strictly adhered to. The enforcement of required compliance can be expected to increase, but compliance must be a standard of operations used at all times.

b. The contract operator is responsible for maintaining and operating all shipboard environmental protection equipment in accordance with the manufacturer's instructions. In addition, the contract operator shall manage environmental programs, including the following.

(1) Solid Waste/Garbage Control. The contractor shall monitor and control waste disposal in accordance with COMSCINST 5090.2A, *Subj: Disposal of Plastic, Medical and other Waste in the Marine Environment*, and Annex V of the International Convention for Prevention of Pollution from ships (MARPOL 73/78).

(2) Oil Pollution. The contractor shall comply with COMSCINST 5090.1B, *Subj: Environmental Protection Program and Oil/Hazardous Substances (OHS) Spill Reporting Procedures and Contingency Plans*, with regard to oil pollution and prevention. The contractor of these public vessels shall not cede sovereign immunity with regard to state and local oil pollution statutes and regulations. All spills or pollution incidents shall be reported in accordance with USCG regulations and COMSCINST 5090.1B. The contractor shall develop and maintain Shipboard Emergency Plans in accordance with International Maritime Organization (IMO) Regulation 26 and respond and report oil/hazardous substance spills in accordance with COMSCINST 5090.1B.

(3) Hazardous Materials. For hazardous materials generated during ship maintenance, including shipyard periods, the contractor shall comply with all applicable federal, state and local laws and ordinances including, but not limited to the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response,

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Compensation and Liability Act (*CERCLA*), the Clean Water Act, 10 U.S.C. 7311, and OPA 90. When activities take place outside U. S. waters, the contractor shall also require third parties, such as shipyards to adhere to the same standards identified above. The ship shall maintain a listing of types and locations of hazardous materials onboard each ship.

(4) Air and Noise Pollution. Emission levels shall comply with the requirements of the Clean Air Act. Specific areas of concern include, but are not limited to, containment of abrasive blasting particulates, including general particulates and heavy metals, control of stack exhaust emissions and compliance with EPA, USCG and other applicable regulations. The contract operator shall comply with the Noise Control Act and implementing regulations.

(5) Ozone Depleting Substances. The contractor shall implement a program for the management, inventory, control and reporting of ozone depleting substances (*ODS*) onboard each ship. The provisions of this program shall be in accordance with the provisions of COMSCINST 5090.3B, *Subj: Shipboard Management of Ozone Depleting Substances (ODS)*, and shall include, at a minimum, the following:

- (a) Completion of annual CFC/Halon surveys as detailed.
- (b) Compliance with guidance established in OPNAVINST 5100.19C, *Subj: Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat*, and the Naval Ships Technical Manual, Chapter 670, *Stowage, Handling and Disposal of Hazardous General Use Consumables Concerning ODS Hazards, Restrictions, Stowage, Handling, Disposal and Safety Precautions*.
- (c) Establishment and implementation of onboard ODS usage conservation procedures.
- (d) Coordination and conduct of shipboard training for crewmembers on the requirements of COMSCINST 5090.3B and the ship's management and conservation program.

APPENDIX F

PREPOSITIONING SHIPS

APPENDIX F – PREPOSITIONING SHIPS

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APPENDIX F - *PREPOSITIONING SHIPS*

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APPENDIX F - PREPOSITIONING SHIPS

POLICIES AND PROCEDURES

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F-1-1 APPLICABILITY

The direction and policies contained in this Appendix are applicable to all MSC activities, to all Afloat Prepositioning Force (APF) Squadrons and to all contractor and CIVMAR-operated ships reporting to them.

F-1-2 ORGANIZATION AND BACKGROUND

a. The APF consists of four squadrons, including three Maritime Prepositioning Ships (MPS) Squadrons and one Army Prepositioning Stocks No. 3 (APS-3) Squadron called Afloat Prepositioning Ship Squadron No. 4 (APS-4). MPS Squadrons are currently located in the Mediterranean Sea (MPSRON ONE), Diego Garcia (MPSRON TWO) and in Guam/Saipan (MPSRON THREE). Ships in APS-4 have relocated to Diego Garcia from the Arabian Gulf and fall under MPSRON TWO. All forward-deployed APF ships are assigned to an MPS.

b. The ships of the APF are variously:

- (1) Privately owned vessels under contract to MSC; crewed by merchant mariners.
- (2) DOD-owned vessels, crewed by merchant mariners.
- (3) DOD-owned vessels, crewed by Government employees (*Civilian Mariners (CIVMARS)*).
- (4) DOD-owned vessels activated from the Ready Reserve Force, crewed by merchant mariners.

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c. Squadron Commanders afloat provide tactical control, communications, logistics support and management oversight to assigned APF assets, ensuring that the ships, mariners and squadron staffs are maintained in an optimum state of readiness. In most cases, the operational control of APF ships is assigned to Numbered Fleet Commanders and is delegated to Sealift Operational Task Group Commanders. The operational chain of command for the APF therefore includes cognizant MSC Area Commanders.

d. The Prepositioning Program Manager (*PM3*) at MSC Headquarters maintains administrative control of the APF Squadrons and has overall responsibility for the material, personnel and training readiness of the APF fleet. Certain aspects of administrative control are delegated to MSC Area Commanders, depending upon local conditions.

e. MSC representatives in ports such as Jacksonville, Sunnypoint (*MOTSU*) and Charleston and other ports worldwide also support critical APF mission requirements.

F-1-3 ADMINISTRATIVE CONTROL

a. COMSC. The COMSC Prepositioning Program Manager (*PM3*) is responsible for APF policy, resource management, acquisition, logistics and engineering support. *PM3* reports directly to the Deputy Commander, COMSC on the material, personnel and training readiness of the APF fleet. Externally, the Prepositioning Program provides key liaison with program and resource sponsors. *PM3* is responsible for coordinating APF ship and squadron inspections.

b. Acquisition. Most APF ships are privately owned vessels chartered (*contracted*) by MSC. In most cases, *PM3* awards and administers these contracts. The Maritime Administration of the U.S. Department of Transportation (*DOT*) manages DOD reserve assets assigned to the APF, and is responsible for contract administration of these assets at all times. In the case of certain newly introduced vessels, the Ship Introduction Program (*PM4*) provides contracting and engineering support during ship warranty periods.

(1) Only Contracting Officers acting within the limits of their authority may make or modify these charters or direct any action by those employed by the Contractor that involves a potential obligation of funds, or that changes any terms and conditions of the charter. Contracting Officer's Representatives (*CORs*) have been designated in writing to act in certain respects for the Contracting Officer for some APF ships. The Commanders of MPSRON ONE, TWO and THREE, for instance, have been delegated *COR* duties for some ships.

(2) A critical duty of CORs is quality surveillance of contracts. In the case of charters, a number of remedies are available to the Government for performance which fails to conform to contract terms. Various remedies may include such actions as default of the contractor, off-hire or letters of concern. Off-hire recommendations shall be initiated by Squadron Commanders and forwarded to the PM3 Contracting Officer, with a copy of the recommendation forwarded to the cognizant Area Commander.

c. Resource Management. PM3 is responsible for financial management of the APF. This function involves formulating and managing program budget and execution, and acting as funds administrator. In meeting these responsibilities, COMSC staff develop strategic and business plans and prepare long-range resource-development plans, including inputs to the POM process. Area Command staff support COMSC in the performance of these functions.

d. Engineering Support. PM3 staff coordinate life-cycle management issues with ship operating contractors and manage the maintenance, repair, and alteration of APF assets.

e. Logistics. PM3 monitors and reports both high-priority and Government-Furnished Equipment/Material requisition status. The Program also performs and coordinates Total Asset Visibility screening from Government inventory sources to avoid inadvertent and unnecessary procurement. COMSC PM3 staff also facilitate utilization of the Defense Supply and Transportation Systems. Staff from the Area Commands and NFAF East/West provide external support in this area.

F-1-4 OPERATIONAL CONTROL

a. While in an active status, ships of the APF report operationally to Squadron Commanders who in turn report operationally to the Sealift Operational Task Group Commanders (*usually dual hatted MSC Area Commanders*). Additionally, cognizant Area Commanders provide various operational, logistics, personnel and engineering support for assigned APF assets.

b. In accordance with paragraph 2-14-2 and COMSCINST 3501.2B (*paragraph 2.2.4*), Status of Resources and Training (*SORTS*) messages are to be originated by Squadrons for assigned ships within their geographic areas of responsibility. While outside respective Squadrons' areas of responsibility, ships' Masters shall normally originate SORTS messages.