

COMSCINST 5400.8A	COG CODE PM1	DATE 26 MAY 1998
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
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WASHINGTON DC 20398-5540

COMSCINST 5400.8A
PM1H
26 May 1998

COMSC INSTRUCTION 5400.8A

Subj: CONSOLIDATED PLAN FOR THE ACTIVATION AND DEACTIVATION OF
T-AH 19 MERCY CLASS HOSPITAL SHIPS

- Ref: (a) OPNAVINST 3501.161C, Projected Operational Environment (POE) and
Required Operational Capabilities (ROC) for the T-AH-19 Class Hospital Ship
(b) OPNAVINST 5440.75A, Administration, Operation and Logistics Support of
T-AH-19 Class Hospital Ships
(c) COMSCINST 3500.9, Hospital Ships (T-AH) Medical Treatment Facility
Training Strategy
(d) BUMEDINST 6440.5A, Medical Augmentation Program (MAP)

- Encl: (1) Activation and Deactivation Plans, Common Introduction
(2) Activation Time-Line from Reduced Operating Status (ROS) to Full Operating
Status (FOS)
(3) General Activation Plan
(4) General Deactivation Plan
(5) Command Relationships
(6) Memorandum of Agreement (MOA) between Commander, Military Sealift
Command and Chief, Bureau of Medicine and Surgery
(7) Responsibility Matrix - Operation and Maintenance Responsibilities of the
Ship's Master/SCOIC and MTF CO/OIC
(8) T-AH 19 Class Civilian Mariner Manpower Authorization Document
(9) MTF Activity Manpower Document (AMD) Summary
(10) Acronyms

1. Purpose

a. To establish the planning framework and document critical responsibilities to ensure completion of all actions necessary for T-AH 19 MERCY Class Hospital Ships activation from reduced operating status (ROS) to full operating status (FOS) within 5 days, and

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deactivation upon mission completion.

b. To ensure all potential supporting commands/activities have necessary information and data to enable them to effectively and efficiently support T-AH activation and deactivation.

2. Cancellation. COMSCINSTs 5400.7 and 5400.8.

3. Scope. This instruction assigns responsibilities, directs actions and promulgates key processes and procedures for activation and deactivation of hospital ships for primary mission support. Although the activation process for secondary mission support is basically the same, a longer period of time (up to 30 days) may be required in order to substantially tailor medical material/equipment, provisions and Medical Treatment Facility (MTF) manning. Authority derives from references (a) and (b). Enclosures (1) through (10) provide essential information in support of the activation and deactivation processes.

4. Background

a. Reference (a) requires the hospital ships to transition from ROS to 1000-bed/12 operating room hospitals within 5 days (120 hours) of receipt of activation order.

b. The activation process is extremely complex and involves rapid augmentation of the ships by civilian mariners (CIVMARs) and medical/non-medical active duty personnel, as well as onload of large quantities of provisions, ship's store items, general use consumables, blood, medical consumable material and repair parts.

c. Successful activation of the ships requires a collaborative, integrated plan to prepare both the ship (engineering and auxiliary systems) and the MTF for deployment--recognizing the interrelated nature of both elements of the T-AHs.

d. Enclosures (1) and (2) outline the general concept for T-AH activation.

5. Command Relationships

a. Key command relationships necessary to support activation and deactivation of the T-AH 19 MERCY Class Hospital Ships are prescribed in reference (b) and enclosure (6). During activation and deactivation, the Commander, Military Sealift Command (COMSC), as the Type Commander (TYCOM), is the supported commander. TYCOM responsibilities will be executed through the Naval Fleet Auxiliary Force (NFAF) Program Manager (PM1) organization.

b. Enclosure (5) depicts the relationship of all key organizations during activation and

deactivation of the T-AHs.

6. Operational Support. Hospital ship operational and readiness support assignments are as follows:

a. USNS MERCY:

Layberth: San Diego CA
POE: FISC, San Diego CA
FOS MTF Manning: Naval Medical Center, San Diego CA
CIVMAR Manning: Military Sealift Command
MSC ISIC: COMSCPAC/NFAF-West
Major Claimant: CINCPACFLT

b. USNS COMFORT:

Layberth: Baltimore MD
POE: FISC, Norfolk VA
FOS MTF Manning: National Naval Medical Center, Bethesda MD
CIVMAR Manning: Military Sealift Command
MSC ISIC: COMSCLANT/NFAF-East
Major Claimant: CINCLANTFLT

7. Concept of Operations

a. The ships will be activated and deactivated in accordance with the concepts delineated in enclosures (3) and (4), respectively. Deviations may be anticipated based upon the specific mission or the circumstances surrounding the activation/deactivation.

b. Detailed support considerations for MERCY and COMFORT will be promulgated by ship-specific activation/logistics plans.

8. Manning

a. CIVMAR Operating Crew. Manning levels are specified in enclosure (8).

b. MTF Military Crew. Military manning will be in accordance with the Activity Manpower Document (AMD) contained in Total Force Manpower Management System (TFMMS). Enclosure (9) provides a summary of AMD requirements for various levels of operation, to include ROS, critical core, 250-bed (4 OR), 500-bed (6 OR) and 1000-bed (12 OR).

9. Endurance/Sustainment Load Requirements

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a. Depending upon the assigned mission, the ships will be required to deploy with up to the following maximum endurance/sustainment load levels (expressed as days of supply):

Category	Endurance Load	Responsibility
Repair Parts (laundry, galley, medical equipment)	*	MTF
Repair Parts (all other equipment)	*	CIVMAR
General Use Consumables	45	MTF
Ship's Store Stock	45	MTF/CIVMAR
Provisions	42	MTF/CIVMAR
Medical Consumable Supplies (Class 8A)	30	MTF
Blood - Frozen (Class 8B)	12	MTF
Blood - Fresh (Class 8B)	08	MTF
CBR Equipment and Supplies	*	CIVMAR
CBR Patient Decontamination	*	MTF

* Will be stocked at levels in accordance with allowance equipage lists (AEL) and allowance parts lists (APL).

b. Limited amounts of ship's store, general use consumables and Authorized Medical Allowance List (AMAL) material will be held aboard during ROS due to financial limitations and shelf life considerations.

c. Specific requirements for sustainment/endurance loading are as follows.

(1) Medical Supplies. The planning objective is to deploy with sufficient quantities of medical supplies to support 30 days of operation for 1000 beds. Generally speaking, when in ROS, a 5-day supply of AMAL consumable material (less potency and dated items) for a 1,000 bed activation will be retained onboard. **[NOTE: The full complement of medical equipment as well as durable items will be stored onboard during ROS.]** Upon activation, up to 30 days of pharmaceuticals, lab reagents and other shelf-life sensitive items and up to 25 days of all other consumable AMAL items will be ordered -- depending on endurance loads required by the mission. COMSC, in coordination with the Chief, Bureau of Medicine and Surgery (CHBUMED) and the ships, has developed and maintains currency of the AMAL for T-AH 19 Class Hospital Ships to fully document this requirement.

(2) Blood. Each ship can store 3000 units of frozen blood onboard; however, the number of units actually maintained onboard during ROS is dependent upon collaborative CNO and Fleet Commander in Chief (FLTCINC) direction. Upon activation, any additional required units of frozen blood and up to 2000 units of fresh blood will be requested from the Armed Services Blood Program via the Navy Blood Program Office. Since fresh blood has a limited shelf life, every effort will be made to obtain units that have maximum useful life remaining.

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(3) Non-Medical Supplies. Repair parts (hull, mechanical, electrical and communications suite), maintenance related consumables and consumables related to support of embarked CIVMARs (safety shoes, hard hats, etc.) will be ordered and managed by the shipboard civilian Supply Department and coordinated with NFAF-East/West field activities. General use consumables, ship's store items and laundry/galley/medical equipment repair and replacement parts will be ordered by the MTF Supply Department upon activation.

(4) Subsistence. The MTF Supply Officer (SUPPO) will activate the forward galley operation. Provisions load, provided via the fleet provisions prime vendor contract, will be sufficient to support anticipated patient load (hospital size) and the MTF crew based upon the FLTCINC-assigned mission. The aft galley will continue to be operated by the Chief Steward to support the CIVMARs.

10. Information Systems. Each T-AH MTF has a shipwide local area network (LAN) in place. Hardware/software systems to manage the various functional areas onboard the hospital ships are in place during ROS and are compatible with standard Department of Defense (DoD) and Navy systems currently in use under the umbrella of the Theater Medical Information Program (TMIP). The following software systems will be used:

System	Title
CHCS	Composite Health Care System
TDBSS	Theater Defense Blood Standard System
SAMS	SNAP Automated Medical System
Micro-SNAP	Micro Shipboard Non-Tactical ADP Program
BIOFACS	Biomedical and Facilities System
PMBS	Property Management and Budgeting System
DENMIS*	Dental Management Information System
SPMS	Standard Personnel Management System
DMLSS*	Defense Medical Logistics Standard Support
TRAC2ES*	TRANSCOM Regulating and Command/Control Evacuation System
SALTS	Streamlined Automated Logistics Transmission System
DMRIS	Defense Medical Regulating Information System
MICRO-OMMS	Micro Organizational Maintenance Management System
3-M System	Maintenance and Material Management System
FSM	Food Service Management Program
ROM	Resale Operations Management Program
UMIDS	Uniform Microcomputer Disbursing System
APADE On-Line	Automated Procurement Accounting Data Entry System

* **Planned Systems**

11. Responsibilities. Principal responsibilities during ROS are highlighted below. Key responsibilities specific to activation and deactivation are contained in enclosures (3) and (4), respectively.

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a. During ROS

(1) COMSC NFAF Program Manager (PM1) through COMSCLANT/NFAF-East and COMSCPAC/NFAF-West shall:

(a) Assume all Type Commander responsibilities for hospital ships as directed by COMSC.

(b) Develop and administer layberth, security and support contracts.

(c) Exercise administrative and operational control over both CIVMAR and MTF ROS cadre personnel assigned.

(d) Ensure detailed activation, logistics support and deactivation plans are developed for each ship; maintain and test ship-specific activation plans during dock/sea trials and prepare to implement upon activation notice.

(e) Provide Configuration Data Management for installed equipment.

(f) Ensure the AMAL remains current and meets projected primary mission requirements.

(g) Ensure the following up-to-date load-out requirements are provided to cognizant supporting agencies/commands on at least a semi-annual basis: provisions list; ship's stores requirements; general use consumables list (GUCL); laundry/galley requirements and AMALs.

(h) Ensure that load-out requirements for each commodity are prepared by the ship, current and ready-to-transmit upon activation.

(i) Comply with responsibilities of enclosure (6) and references (b) and (c).

(2) CHBUMED shall:

(a) Maintain and update the AMAL data base.

(b) Via the designated supporting/sourcing medical center, assign and maintain control of full operating status military personnel designated to augment hospital ships upon activation. These controls include:

(1) Eligibility for sea duty.

- (2) Orientation training.
- (3) Professional and technical training.
- (4) Qualification to perform tasks assigned in MTF.

(c) In accordance with enclosure (6), inform COMSC of FOS shortfalls in qualified personnel to man the MTF within the activation time-line.

(d) Assist in developing contracts/systems to ensure timely provision of medical material items to the ships upon activation.

(e) Direct primary sourcing medical centers and other supporting medical and dental facilities to provide FOS personnel to support exercises which test all facets of T-AH activation.

(f) Comply with responsibilities of enclosure (6) and references (b) and (c).

(3) Commanders in Chief, U. S. Atlantic and Pacific Fleets (CINCLANTFLT/CINCPACFLT) shall ensure that the T-AHs are included in fleet CINC and numbered fleet commanders' exercise plans so that sufficient opportunities are provided to fully and realistically test all facets of the activation process.

(4) Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) shall:

(a) Provide Assist Teams when requested for Supply Department functions of Disbursing, NEXCOM/Sales, Laundry, Food Service, Postal and MicroSNAP. These teams will provide technical guidance and advice as required, and assist the MTF in evaluating and performing maintenance on Supply Department equipment.

(b) In cooperation with Defense Supply Center, Philadelphia (DSCP), establish and maintain prime vendor contracts to support T-AH activation and sustainment.

(c) Participate in periodic testing of the supply requisitioning and prime vendor system processes.

(d) Comply with responsibilities of reference (b).

(5) DSCP shall:

(a) Establish and maintain prime vendor contracts to support T-AH activation.

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(b) Conduct periodic industrial preparedness surveys to assist COMSC in determining industries' ability to provide necessary material to load-out the ships within 5 days.

(c) Participate in periodic testing of supply requisitioning and prime vendor system processes.

(6) Healthcare Support Offices (HSO) shall:

(a) Ensure the sourcing/supporting medical center establishes a Medical Augmentation Processing Unit (MAPU) which is fully capable of carrying out the duties required for timely and effective FOS personnel activation.

(b) Develop/maintain detailed Standard Operating Procedures (SOPs) that specify the protocols to be followed for all phases of MTF FOS personnel activation—from warning order through actual transportation and loading of personnel at embarkation site.

(c) Arrange for reception area location and suitable place to conduct deployment processing.

(d) Establish and maintain a recall roster of all MAPU personnel to ensure rapid response to activation notification.

(e) Submit quarterly reports for FOS MTF augmentees to CHBUMED, COMSC and the MTF ROS OIC which includes at a minimum personnel, training and organizational readiness.

(f) Periodically activate and test the MAPU during scheduled T-AH MTF exercises.

(7) Sourcing Medical Centers (National Naval Medical Center [NNMC], Bethesda, and Naval Medical Center [NMC], San Diego) shall:

(a) Maintain a current listing of all personnel assigned to augment the T-AH MTF.

(b) Advise BUMED and the HSO of the readiness status of all FOS augmenting personnel.

(c) Budget for and ensure execution of readiness training and completion of required readiness courses outlined in reference (c).

(d) Establish and periodically test a recall roster of all MTF personnel to ensure rapid response to activation notification.

(e) Ensure that personnel are properly trained and qualified for duties onboard the T-AH, and that specific actions required to prepare personnel for deployment are accomplished.

(f) In accordance with reference (d), complete a Personnel Augmentation Checklist on each designated T-AH MTF FOS augmentee and verify on at least a quarterly basis to ensure completeness and accuracy.

(g) Maintain liaison with the supporting Personnel Support Activity/Detachment to ensure standby TAD orders are prepared.

(h) Train personnel in, and periodically exercise, the procedures and practices necessary for activation and conduct of the mission.

(i) Develop systems to rapidly identify and access all records (medical, dental, finance, readiness) so that they can be quickly collected for expeditious, orderly movement to the ship.

(j) Establish a MAPU and develop necessary policies and procedures to ensure effective implementation and operation.

(8) T-AH Master/SCOIC shall:

(a) Comply with responsibilities of enclosures (6) and (7).

(b) Maintain and update, at least annually, a detailed activation and a detailed deactivation plan.

(c) Routinely test elements of the activation plan.

(9) MTF CO/OIC shall:

(a) Comply with responsibilities of enclosures (6) and (7).

(b) Maintain and update, at least annually, a detailed activation/load-out/logistics support plan (with supporting checklists) that is promulgated to all concerned as an MTF instruction.

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(c) Routinely test elements of the activation/load-out/logistics support plan.

(d) Maintain and update annually a detailed deactivation plan (with supporting checklists) that is promulgated to all supporting organizations.

(e) Provide the following up-to-date load-out requirements to supporting agencies/ commands on at least a semi-annual basis: provisions list, ship's stores requirements, GUCL, laundry/galley requirements and AMALs.

b. During Activation to FOS. See enclosure (3).

c. During Deactivation to ROS. See enclosure (4).

12. Action. All supported/supporting organizations/commands identified in this instruction shall review enclosures (1) through (9) annually and comply with all applicable provisions. Changes and updates to this instruction will be recommended to ensure this document remains current, and accurately reflects the dynamic nature of the hospital ships' activation and deactivation processes.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL	A3	(CNO [N4, N42, N3/5, N931])
	FA7	(CO, NAVSTA Norfolk only)
	FB13	(CO, SUBASE San Diego only)
	FB58	(NAVMEDCEN San Diego only)
	FH1	(CHBUMED)
	FH36	(Healthcare Support Office San Diego and Norfolk only)
	FKA1F	(COMNAVSUPSYSCOM)
	FKM9	(FISC San Diego & Norfolk only)
	FW1	(NATNAVMEDCEN)
	21A1	(CINCLANTFLT)
	21A2	(CINCPACFLT)
	21A3	(CINCUSNAVEUR)
	21A4	(COMUSNAVCENT)
	24D	(Surfact Force Commanders)
	41B	(MSC Area Commanders)
	41C	(NFAF East/West)
	26SSS	(MTFs)

Defense Logistics Agency

Defense Supply Center Philadelphia

Defense Finance Accounting System

USNS COMFORT (T-AH 20)

USNS MERCY (T-AH 19)

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ACTIVATION AND DEACTIVATION PLANS COMMON INTRODUCTION

1. PURPOSE

This instruction provides a plan for activation and deactivation of the T-AH 19 Class Hospital Ships and the embarked Medical Treatment Facility (MTF). The Required Operational Capabilities (ROC) and Projected Operational Environment (POE) and OPNAVINST 5440.75A mandate transition from Reduced Operating Status (ROS) to Full Operating Status (FOS) as a 1000-bed, 12 operating room hospital within 120 hours (5 days) of activation notification.

2. SCOPE

The T-AH-19 Class Hospital Ships can be activated within 5 days only for the primary mission, since the pre-established Authorized Medical Allowance List (AMAL) and manpower were developed solely for that purpose. Changes in the mission may require modification/tailoring of the provisions, AMAL and manpower, resulting in lengthening of the activation process. The activation plan describes responsibilities and time lines for activation of the hospital ship, actions required for transition from ROS to FOS and general load-out and MTF “stand-up” procedures. The deactivation plan provides procedures for returning the ship to ROS status. Enclosures (2) through (10) contain information to support activation and deactivation of the hospital ships.

3. BACKGROUND

a. The T-AH 19 Class Hospital Ships provide mobile, flexible, rapidly responsive afloat medical capabilities for acute medical and surgical care in support of deployed elements of the Armed Forces. Each ship has medical facilities which include twelve operating rooms and associated support for up to 1000 inpatients.

b. COMSC maintains the ships in an ROS-5 level of readiness at layberth in Continental United States (CONUS) ports. The ships are capable of deployment within 5 days from activation notification.

c. The Military Sealift Command (MSC) operates the T-AH 19 Class Hospital Ships in accordance with the ROC/POE. MSC Civilian Mariner (CIVMAR) crews operate the ship/auxiliary systems, provide for safety and communications and perform operation and maintenance of auxiliary machinery systems and damage control system. The MSC crew is

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responsible for service systems such as steam, water, sewage treatment, electricity, heating, ventilation and air conditioning. MTF personnel will operate and maintain the medical facilities, Navy communications suite, main laundry, forward galley and the oxygen generating plant, as well as man the flight deck. These personnel also augment the civilian crew for damage control, fire fighting and replenishment operations.

4. ACTIVATION CONCEPT

a. Layberth for USNS MERCY is San Diego CA; layberth for USNS COMFORT is Baltimore MD. The MSC CIVMAR crew maintains ship systems in a state of readiness for transition to FOS within 5 days of notification.

b. A cadre (ROS) crew of military personnel maintains the MTF medical equipment and MTF spaces/systems while the ship is in ROS-5. This crew also manages pre-loaded material inventories and the medical shelf life rotation program.

c. The CIVMAR crew makes all preparations for getting the ship underway from its layberth, as well as ensures support for time-phased activation of all segments of the MTF. Relationships between the MSC CIVMAR crew and the MTF are specified in enclosure (6). Detailed responsibilities of each are outlined in enclosure (7).

d. Personnel essential (MTF FOS Critical Core) to activate the main galley, laundry, post office, disbursing, MTF administration office, flight deck, Navy communications suite, O2N2 Plant, Supply, etc., will arrive not later than 24 hours after notification of activation. Coincident with loadout, MTF personnel will commence start-up of systems and equipment for MTF operations. Loading of material will begin on the first day of activation. The ship will load and stow this material as specified in each ship's detailed activation/load-out plan. Enclosure (2) provides a generic activation time-line for the 5-day transition from ROS to FOS. Enclosure (3) outlines the overall concept of how the ships will transition from ROS, to include activation of the hull and MTF departments. Detailed logistics support/activation support plans tailored to each ship are maintained and updated annually by the MTF ROS crew.

5. DEACTIVATION CONCEPT

a. The general concept of deactivation is to provide for an orderly and efficient transition from FOS to ROS with minimum degradation to readiness. To ensure that deactivation can proceed smoothly, it is essential that manning levels and resources be maintained onboard to effectively and efficiently accomplish all essential functions. It is recognized that these

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requirements will be influenced by factors such as deployment periods, intensity of operations, patient offload and subsequent replenishment efforts. Appropriate measures are required to record and report the status of MTF personnel, equipment and material in terms of requirements and follow-up actions to provide the basis for planning and accomplishment of deactivation in an orderly fashion.

b. The success of the deactivation program is largely dependent on actions taken during FOS to continuously maintain and monitor authorized levels of medical material and equipment, and to focus command attention on shortfalls or delays. Adherence to the policies and procedures set forth in this instruction will enable the MTF Commanding Officer (CO) and those personnel engaged in the management of MTF supplies and equipment to evaluate the situation at the end of the mission, and take the necessary action to achieve a level of readiness for the MTF to effectively perform the next assigned mission. During the deactivation process, MTF Department Heads must retain sufficient numbers of skilled personnel aboard to perform the following essential functions:

- (1) Conduct inventories.
- (2) Correct deficiencies.
- (3) Dispose of excesses.
- (4) Remove expired, outdated and deteriorated items.
- (5) Accomplish preventive and corrective maintenance.
- (6) Complete records and reports.
- (7) Acquire new medical reference material and publications.
- (8) Order non-shelf life AMAL and ADAL items to bring the MTF up to ROS allowance stockage objectives.
- (9) Provide reports on accomplishment of the above items.
- (10) Document known material, equipment and other items which require follow-on action or correction.
- (11) Clean all MTF spaces.

c. The orderly and expeditious handling of deactivation and return of the MTF to ROS must be given the highest priority to ensure maximum readiness is maintained.

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d. Enclosure (4) outlines the overall concept of how the ships will transition from FOS to ROS. Detailed deactivation plans tailored to each ship are maintained and updated annually by the MTF ROS crew.

**ACTIVATION TIME-LINE
FROM REDUCED OPERATING STATUS (ROS) TO
FULL OPERATING STATUS (FOS)**

The following major events will be accomplished during the 5-day, 120-hour transition period from ROS to FOS. Detailed time-phased activities are provided in Annex A.

Day 0:

- FLTCINC Operations Officer notifies COMSC/N3 Operations Center and CNO/N3 of call up for T-AH.
- FLTCINC releases activation message detailing port of departure and ship's mission.

Day 1 (0 – 24 hours):

- COMSC directs critical core CIVMAR personnel to report within 18 hours to T-AH layberth and to immediately begin preparations for deployment to port of embarkation (if different from layberth).
- CNO directs CHBUMED to provide MTF FOS critical core personnel to report NLT 24 hours to T-AH layberth and to immediately begin preparations for activation of MTF and support services (COMM suite, O2N2 Plant, laundry, galley, flight deck, supply, etc.).
- The FOS MSC civilian crew arrives at the ship and commences light off procedures for all systems and equipment. The refrigeration plant is started and steam is routed to the laundry.
- The MTF critical core personnel report and begin activation of laundry, galley, ship's store, COMM suite, flight deck, post office and disbursing.
- MTF FOS crew specialty requirements validated and any variations from AMD provided to BUMED.
- Requisitions for hazardous material, Schedule II (narcotics) controlled items, general use consumables, ship's store stock, medical supplies and repair parts/items dropped into the supply system for action by the appropriate agency. [NOTE: If prime vendor (PV) contracts are, or subsequently become available, the MTF will use these as the first source of supply.]
- MTF staff activates Fleet Pharmacy PV contract and Lab Reagents stand-by contract; provisions ordered via fleet PV contract. Blood Supply Request (BSR) submitted to BUMED for frozen/fresh blood loadout.
- NFAF-East/West arranges for sufficient cranes to support 24-hour ship loading operations. Begin loading any available medical and/or non-medical material delivered to the layberth.
- Ship provides CINC update on T-AH readiness status. Readiness divided into two responsibilities - ship's (hull) readiness for deployment is under the auspices of the T-AH Master; ship's readiness to perform medical mission is under the auspices of MTF CO.

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Day 2 (24 - 48 hours):

[NOTE: COMFORT will normally be required to transit from layberth to port of departure. Port of departure is anticipated to be within 18 hours sailing time from layberth--normally NAVSTA Norfolk VA. MERCY layberth is anticipated to be her port of departure.]

- Immediately begin onload of additional CIVMAR and military personnel. Begin onload of stores to support ship's mission.
- MTF personnel continue activation process. Acquisition of disbursing cash and checks, postal money orders and stamp stock accomplished.
- Loading of provisions, general use consumables, medical supplies, blood and repair parts commences/continues.
- Main galley opens.
- Additional MTF augmentees arrive.
- CINC provided update on T-AH readiness status.

Day 3 (48 - 72 hours):

- Provisions continue to be loaded as required.
- Receipt, onload and stowage of medical material, general use consumables, blood and ship's stores items continues.
- Additional MTF augmentees arrive.
- CINC provided update on T-AH readiness status.

Days 4 and 5 (72 - 120 hours):

- Loading of medical and non-medical material continues as required.
- MTF personnel complete check out of operating rooms, other clinical spaces and any remaining medical equipment. Disbursing Office and Ship's Store open for business.
- Remaining MTF augmenting staff arrives.
- CINC provided update on T-AH readiness status.

Day 6 (121 - 145 hours):

- When directed, deploy to meet ship's mission as directed by CINC.

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ANNEX A -- T-AH ACTIVATION TIME-LINE

EVENT	DAY 1 (0-24HRS)	DAY 2 (24-48HRS)	DAY 3 (48-72HRS)	DAY 4 (72-96 HRS)	DAY 5 (96-120HRS/FOS)
SUPPORTING MED CTR RECALLS MTF FOS AUGMENTEES	[Bar spanning Day 1 to Day 5]				
HSO ICW SUPPORTING MED CTR PERFORMS MMU FUNCTIONS	[Bar spanning Day 1 to Day 5]				
MSC ACTIVATES CIVMAR FOS CREW	[Bar spanning Day 1 to Day 5]				
CIVMARS COMMENCE LIGHT OFF/EQPT CHECKS	[Bar spanning Day 1 to Day 5]				
CIVMARS ACTIVATE STEAM AND POWER SERVICES	[Bar spanning Day 1 to Day 5]				
MSC ACTIVATES CONTRACTOR/LOADOUT SUPPORT	[Bar spanning Day 1 to Day 5]				
MTF CRITICAL CORE EMBARKS	[Bar spanning Day 1 to Day 5]				
MED MATL, SPARE PARTS, & GEN USE CONSUMABLES (GUC) REQUISITIONED	[Bar spanning Day 1 to Day 5]				
PHARMACEUTICAL & LAB REAGENT CONTRACTS ACTIVATED	[Bar spanning Day 1 to Day 5]				
PROVISIONS ORDER REQUISITIONED FROM PV	[Bar spanning Day 1 to Day 5]				
REQUISITIONS DROPPED FOR HAZARDOUS & CONTROLLED ITEMS	[Bar spanning Day 1 to Day 5]				
FROZEN & FRESH BLOOD ORDERED	[Bar spanning Day 1 to Day 5]				
LAUNDRY/GALLEY/REEFER CHECKS	[Bar spanning Day 1 to Day 5]				
NAVSUP ASSIST TEAMS ONBOARD	[Bar spanning Day 1 to Day 5]				
ATT/ATG ONBOARD--ASSIST IN DEPLOYMENT PREPARATION	[Bar spanning Day 1 to Day 5]				
O2N2 PLANTS OPERATIONAL	[Bar spanning Day 1 to Day 5]				
PROVISIONS LOAD-OUT	[Bar spanning Day 1 to Day 5]				
COMM PERSONNEL ARRIVE W/CMS GEAR	[Bar spanning Day 1 to Day 5]				
LAUNDRY OPERATIONAL	[Bar spanning Day 1 to Day 5]				
DISBURSING, POST OFFICE, SHIPS STORE OPERATIONAL	[Bar spanning Day 1 to Day 5]				
ADDITIONAL MTF AUGMENTEES ARRIVE	[Bar spanning Day 1 to Day 5]				
MAIN GALLEY OPERATIONAL	[Bar spanning Day 1 to Day 5]				
COMM SUITE & LAN ACTIVATED/FULLY OPERATIONAL	[Bar spanning Day 1 to Day 5]				
MED EQUIPMENT READINESS/OP CHECKS	[Bar spanning Day 1 to Day 5]				
ONLOAD MEDICAL MATERIAL, REAGENTS, & PHARMACEUTICALS	[Bar spanning Day 1 to Day 5]				
ONLOAD GUC, SHIP'S STORES, REPAIR PARTS	[Bar spanning Day 1 to Day 5]				
FLIGHT DECK CERTIFIED "GREEN"	[Bar spanning Day 1 to Day 5]				
FUEL UNLOADED	[Bar spanning Day 1 to Day 5]				

GENERAL ACTIVATION PLAN

1. GENERAL RESPONSIBILITIES

The unique and diverse requirements attendant to the operation of a ship with an embarked MTF dictate that responsibilities be well defined. Many of these responsibilities remain similar whether the ship is in ROS with a reduced MTF crew onboard, or in FOS with the MTF fully activated. For purposes of clarification, the responsibilities of the MSC civilian crew and the MTF Navy crew under three operating scenarios are outlined in enclosure (7). Execution of the activation order and performance of the mission are as specified in the following paragraphs.

1.1 COMMANDER, MILITARY SEALIFT COMMAND, NAVAL FLEET AUXILIARY FORCE PROGRAM MANAGER (COMSC/PM1) shall:

- a. Function as TYCOM for T-AHs.
- b. During transition period, exercise Operational Control (OPCON) of T-AHs. This authority may be delegated to NFAF East/West.
- c. At such time as the T-AHs become fully operational in support of contingency operations or for other purposes, transfer OPCON to the appropriate FLTCINC.
- d. Develop and issue policies, procedures and guidance to meet activation requirements.
- e. Schedule and coordinate activation operations with CHBUMED and other supporting commands.
- f. Monitor activation and take necessary actions to resolve/eliminate "choke points."

1.2 COMMANDER, MILITARY SEALIFT COMMAND ATLANTIC/PACIFIC (COMSCLANT/PAC) shall:

- a. Provide or arrange for MSC Afloat Training Team (ATT) or Fleet Afloat Training Group (ATG) support to assist in ship activation.
- b. When directed, assume OPCON of the T-AH.
- c. Issue a movement order to confirm instructions and guidance contained in the assigned mission, and any additional instructions which would prepare the ship for its assignment.

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1.3 NAVAL FLEET AUXILIARY FORCE EAST/WEST (NFAF-EAST/WEST) shall:

- a. Carry out on-site TYCOM responsibilities.
- b. When directed, implement the activation plan and coordinate, monitor and control the transition from ROS to FOS.
- c. Monitor and report to COMSC activation status of hospital ship equipment/operational readiness, personnel reporting and processing and activation material loading.
- d. Coordinate bunkering from government sources or commercial services as appropriate.
- e. Coordinate material handling equipment (MHE), crane services, stevedoring and transportation as required to complete the activation loadout.
- f. Assist with loading of all categories of activation material.
- g. Perform expediting, coordination and liaison functions to support the T-AH while deployed.
- h. Ensure mission-unique requirements for load-out material are expeditiously provided to supporting commands/agencies.
- i. Comply with responsibilities of enclosure (6).
- j. Maintain and exercise Administrative Control (ADCON) of the MTF.
- k. Coordinate with Healthcare Support Offices, supporting/sourcing medical centers and FISCs to ensure efficient and well-orchestrated activation.
- l. Identify and coordinate support requirements for the activation.
- m. Act as primary reporting senior for the CO, MTF, unless otherwise delegated.
- n. Negotiate contracts for layberthing, security and support. Contractual support should include MHE, stevedoring service, service craft, pilots, utilities, crane service, rigging, staging, scaffolding, brows, access towers and transportation.
- o. Ensure the ATT and CIVMAR crew conduct realistic drills to ensure the MTF staff is fully indoctrinated in all aspects of shipboard safety and survival, to include: firefighting, abandon ship, emergency egress, man overboard and life raft training.

1.4 CHIEF, BUREAU OF MEDICINE AND SURGERY (CHBUMED) shall:

- a. Provide military personnel with required NOBCs/NECs/Subspecialty Codes as identified in the AMD to activate the MTF in accordance with the activation time-line and the activation concept outlined in enclosure (2).
- b. Direct subordinate commands to provide critical core personnel (as outlined in enclosure (9)) within 24 hours of notification to activate the ship's key operations (laundry, galley, flight deck, communications suite, management information department (MID)/automated data processing (ADP), disbursing, ship's store, cargo handling, stowage, post office, etc.).
- c. Acquire medical equipment, supplies and maintenance services during the activation period when requested by the COMSC, MTF, NAVSUP, DSCP and/or NFAF-East/West.
- d. Coordinate all aspects of requisitioning and delivery of frozen and fresh blood with the Armed Services Blood Program Office (ASBPO).
- e. Monitor MTF FOS personnel shortfalls and facilitate identification and assignment of qualified augmentation personnel.
- f. Advise COMSC and the FLTCINCs of medical/non-medical shortfalls that cannot be filled from with BUMED claimancy, and initiate action to resolve them.
- g. Comply with responsibilities of enclosure (6).
- h. Ensure CO/OIC of the MTF receives necessary credentialing information for all assigned health care providers.
- i. Upon request of the MTF or MSC, provide specialized personnel, tools and support and test equipment for requirements exceeding the MTF's capabilities.

1.5 FLEET COMMANDERS IN CHIEFS (FLTCINC) shall:

- a. Issue activation order with sufficient information to enable effective, timely transition from ROS to FOS.
- b. Review BUMED-identified non-medical personnel shortfalls and determine if fills are available from fleet resources.

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1.6 COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (COMNAVSUPSYSCOM) shall:

- a. Provide Assist Teams when requested for Supply Department functions of disbursing, sales, laundry, food service, postal and MicroSNAP. These teams will provide technical guidance and advice as required and assist the MTF in evaluating and performing maintenance on Supply Department equipment.
- b. In coordination with DSCP, monitor prime vendor contract support, and work to identify alternative sources for identified shortfalls.
- c. Support load-out of the T-AH via the supporting FISC and small purchase activity.
- d. Perform supply management functions through applicable FISC for all classes of supply.
- e. Coordinate material requirements for activation with the Defense Logistics Agency (DLA)/DSCP.
- f. Evaluate effectiveness of supply support to the T-AH and initiate corrective action as appropriate.
- g. Assist in processing high priority requisitions for mission essential material and expedite procurement.
- h. Comply with responsibilities of reference (b).

1.7 DEFENSE SUPPLY CENTER, PHILADELPHIA (DSCP) shall:

- a. Activate prime vendor contracts, monitor their responsiveness and work with the vendor(s) to rectify shortcomings.
- b. Expedite procurement of material through all available mechanisms when requested to do so by the ship, NAVSUP, COMSC, etc.

1.8 CO, NAVAL MEDICAL LOGISTICS COMMAND (NAVMEDLOGCOM) shall:

- a. Assist in resolving medical logistics problems in support of activation.
- b. Expedite procurement/provision of mission-specific medical equipment and supplies and arrange maintenance service if required.

- c. Provide technical guidance and support services on medical/dental equipment and material.
- d. Provide technical guidance and assistance on medical/dental equipment and material issues, as required.

1.9 OFFICER IN CHARGE, HEALTHCARE SUPPORT OFFICE (HSO) shall:

- a. Assist CHBUMED in monitoring personnel activation and resolving shortfalls.
- b. Direct the establishment and management of a MAPU to carry out functions outlined in Annex A.

1.10 COMMANDER, NAVAL STATION NORFOLK AND COMMANDING OFFICER, NAVAL SUBMARINE BASE SAN DIEGO shall:

- a. Provide line handler service, oil donuts, containment booms, paint floats, pier cleaning, oil spill cleanup and removal of hazardous waste on a reimbursable basis as required.
- b. Provide available cargo handling, stowage and stevedoring services and equipment in accordance with the predetermined load plan. Assist in contracting for additional resources beyond available capabilities.
- c. As required, provide staging areas and barricades to receive and embark personnel and material for the activation.
- d. Coordinate the expeditious movement of mission essential personnel and material onto the base/port complex.

1.11 FLEET AND INDUSTRIAL SUPPLY CENTERS, NORFOLK AND SAN DIEGO shall:

- a. Expedite shipment and/or acquisition of critical material.
- b. Coordinate/expedite onward shipment of material which arrives too late for onload, and advise ALCON via Record Message of the status of critical shipments.

1.12 DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

- a. Establish and activate a Disbursing Station Symbol Number.
- b. Assist in opening financial records for the maintenance of military pay records and preparation of money lists, preparation and verification of public vouchers as required, payments

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and collections of all public funds and preparation of reports and financial returns.

1.13 COMMANDER, NAVAL MEDICAL CENTER, SAN DIEGO and COMMANDER, NATIONAL NAVAL MEDICAL CENTER, BETHESDA shall:

- a. Ensure that personnel assigned to MTF billets are operationally ready and trained in accordance with references (c) and (d).
- b. Continue to exercise administrative control of augmentees until onboard the ship.
- c. Conduct formal personnel screening and indoctrination prior to movement of personnel to their embarkation site.
- d. Institute activation plan for personnel notification, assembly and transfer to the MTF.
- e. Activate the MAPU.
- f. Monitor activation schedule and provide assistance as required.
- g. Expedite the acquisition or loan of medical equipment, supplies, pharmaceuticals/controlled drugs and maintenance services during the activation period.
- h. Inform BUMED and the HSO of any inability to provide qualified personnel to man the MTF within the prescribed time limit.
- i. Provide the MTF CO/OIC with updated manning information to enable ship's bills to be prepared for deployment.
- j. Order augmentation personnel to report to the MTF during activation.
- k. Provide travel orders and coordinate timely transportation to the port of embarkation.
- l. Maintain liaison with the CO/OIC of the MTF to schedule the arrival of personnel assigned to the ship's Supply Department to allow timely activation of these facilities.
- m. Assist with special medical logistics support.
- n. Provide the CO/OIC of the MTF with necessary credentialing information for all assigned health care providers, including but not limited to:
 - **Parent Command**
 - **Name of Provider**
 - **Social Security Number**
 - **School and Date of Degree**

- **State fully credentialed or note limitations**
- **State whether or not ATLS, ACLS or BLS certified**
- **Operation date of each certificate**

o. Provide assistance/instruction as required to the MTF for equipment modification applications.

p. Comply with responsibilities of reference (b).

1.14 MASTER T-AH shall:

a. Assume command of T-AH, reporting to COMSC or designated MSC Area Commander as appropriate.

b. In conjunction with the CO/OIC of the MTF, conduct inspection of methods and techniques employed by MTF personnel to ensure conformance with applicable laws, rules and regulations to ensure the general safety and seaworthiness of the ship.

c. Ensure that activation loadout is executed properly and all materials are stowed in the proper location and ready for sea. (The CO/OIC of the MTF is to provide the Master with a list of all hazardous materials onboard and their stowage locations.)

d. Make the final determination that the ship is ready for sea.

e. Maintain all ship's systems, equipment and watch station assignment bills.

f. Ensure operation and maintenance responsibilities and support functions listed in enclosure (7) necessary to support activation are accomplished in a timely manner.

g. Plan and coordinate the following items with the CO, MTF:

(1) Movement of ship to Sea Port of Embarkation (SPOE), if required.

(2) Requirements for port services and any special handling equipment.

(3) Procedures for load-out of the ship.

(4) Those actions necessary to assure that MTF equipment is operationally ready and safe.

(5) Actions required for the inventory of T-AH (deck/engine/supply) material, stock rotation, addition of new assets and storage.

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- h. Act as focal point for reporting readiness and status of all aspects of activation.
- i. In coordination with the MTF CO, ensure that realistic day and night time shipboard safety and survival drills are conducted.
- j. Conduct inspections of MTF spaces to determine mission readiness, and make appropriate recommendations to the CO, MTF where corrective action may be necessary.
- k. Provide daily Operational Summary (OPSUM) that delineates status of activation process, to include both hull and MTF.
- l. Comply with responsibilities of reference (b) and enclosures (6) and (7).

1.15 COMMANDING OFFICER/OFFICER IN CHARGE (CO/OIC), MEDICAL TREATMENT FACILITY shall:

- a. Plan and direct the necessary MTF activation tasks.
- b. Plan and coordinate activation procedures with the ship's Master.
- c. Validate existing embarkation and onload plans for SPOE.
- d. Appoint a Cargo Loadout Officer (CLO) to be fully responsible for all material being moved onboard the ship.
- e. Ensure all supporting organizations/commands have on hand the most current load-out lists for provisions, general use consumables, medical material, ship's store items, reagents, pharmaceuticals, etc.
- f. Monitor and report on actual status of MTF activation processes.
- g. Ensure that activation plan checklists are completed by applicable departments.
- h. Identify early-on requirements for mission-unique medical equipment and/or personnel needed to support the assigned mission.
- i. Conduct visual inspection of all MTF compartments, checking equipment and supplies for deterioration, damage, leaks and completeness.
- j. Comply with all responsibilities outlined in enclosures (6) and (7).
- k. Initiate action to provide for off-ship MTF repair work.

- l. Monitor receipt of material that historically has long procurement lead times.
- m. Report the status of MTF personnel, equipment and material in terms of requirements, attainment, usage, deficiencies and present status.
- n. Assign a liaison to the supporting FISC to expedite urgent material requirements.
- o. Ensure all MTF personnel participate in shipboard safety and survival drills.

2.0 MATERIAL REQUISITIONING/ACQUISITION

a. Time constraints imposed by a 5-day activation period make it necessary to be able to rapidly requisition, receipt, onload and stow quantities of all classes of material upon receipt of notification of activation. Material must be available on the pier within 48-72 hours of notification. The material to be loaded during the 5-day activation period will consist of provisions, shelf life and hazardous general use consumables, ship's store stocks, pharmaceuticals, controlled substances, lab reagents, blood, consumable medical material and medical repair parts. Each of these areas is discussed below.

b. Allowance and load lists for all categories of material have been developed. Items which must be preloaded and maintained on board in order to achieve activation within the time constraints specified have been identified.

c. Key logistics support activities required as part of the activation process include:

(1) Generate a cargo routing message that provides the prospective schedule, including the last date material will be received, and changes the cargo routing and delivery addresses for all ship and MTF requirements to the supporting Defense Depot (DDNV/DDDC).

(2) Generate all MTF requisitions as Priority 02, with a required delivery date of 999. The project code assigned to the operation will also be included.

(3) Work with the ISIC and Base/Station for crane, stevedore and other loadout support.

(4) Continuously review the Micro-SNAP material outstanding file (MOF) and determine the status of all outstanding requisitions. Make decisions on the best course of action to expedite delivery (modify priority, cancel or reorder).

(5) Provide daily "Hot Requirement List" to supporting FISC and ISIC; the list will include document number, stock or part number, quantity, last known status and any other pertinent remarks.

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d. If items deemed critical to getting underway cannot be procured through normal channels, the IMPAC government purchase card will be used.

2.1 MEDICAL-SURGICAL MATERIAL

a. The requirements for medical and dental supplies and equipment to support primary mission deployments are defined in the AMAL. During ROS, a 5-day supply of AMAL items, with the exception of pharmaceuticals, lab reagents and shelf-life sensitive items, is maintained onboard under the control of the OIC of the MTF.

b. The initial quantities of medical and dental material to be requisitioned upon activation will be based upon two factors: (1) shortages that exist in the 5-day on-ship inventory and (2) the initial supply loadout requirements to support the FLTCINC-assigned mission.

c. Material will be ordered via the fleet prime vendor contract (if established). If a fleet PV contract is not in place or if the contractor cannot provide all required selected items, a combination of three potential courses are possible: (1) use regional PV contractors that support peacetime, shore-based hospitals; (2) obtain supplies from the sourcing medical centers or (3) submit MILSTRIP requisitions to DSCP. Those items that still cannot be filled will be forwarded to the FISC. [Ordering of non-standard items will be kept to an absolute minimum, with reliance on DSCP and the supporting FISC for support.]

d. Repair parts and special (mission-required) consumable requirements will be submitted to the supporting FISC.

2.2 PHARMACEUTICALS

a. Pharmaceuticals (less narcotics) to sustain the ships for 30 days will be provided via the fleet PV pharmaceutical contract, which includes all AMAL requirements for Schedule III, IV and V controlled drugs. Upon activation, the MTF Supply Department will call the DSCP Emergency Supply Operations Center (ESOC) to activate the pharmaceuticals contract. DDNV/DDDC will coordinate loading of pharmaceuticals with the MTF CLO.

b. Schedule II controlled drugs (narcotics) will be requisitioned from DSCP and/or transferred from the primary sourcing medical center.

c. Military-unique drugs that are depot stock (AAC=D) will be requisitioned from DSCP via MILSTRIP.

2.3 LAB REAGENTS

The MTF will issue a Direct Delivery Order to the designated manufacturer in accordance with the NAVMEDLOGCOM lab reagent contract. For non-proprietary reagents (not on the

direct delivery contract), MILSTRIP requisitions will be submitted to DSCP and/or the FISC.

2.4 BLOOD

a. Based upon FLTCINC guidance and available onboard quantities, the MTF will submit a Blood Supply Request (BSR) to BUMED/Navy Blood Program Office for delivery of fresh and additional frozen units.

b. Frozen blood, fresh blood and blood products to support the mission will be loaded during the 5-day transition period prior to deployment in accordance with the Navy Blood Program Office Guidelines. Additional operational requirements, shipment and reception of blood will be coordinated directly with the Navy Blood Program Office, Washington DC.

2.5 SUBSISTENCE

a. The load list for subsistence will be based on a 6-week cycle menu for the anticipated number of staff and patients. To minimize loadout requirements during the 5-day activation period, some semi-perishable subsistence items with a shelf life of 12 months or longer may be requisitioned and preloaded during ROS.

b. All subsistence items will be requisitioned via the applicable fleet provisions PV contract covering the ship's designated SPOE. The ships will provide DSCP with their up-to-date provisions load-out requirements—along with the desired load sequence (dry stores first followed by chill and freeze). Through the use of ration dense provisions, a 42-day endurance load can be accommodated.

c. Any items not available from the PV will be passed to the ISIC for direct procurement.

d. Dairy, bread and fresh fruits and vegetables (FFV) orders will be transmitted to the supporting FISC.

e. The following is a summary of the provisions to be loaded under the 42-day load accommodated by existing storerooms.

42-DAY PROVISIONS LOAD REQUIREMENTS

Category	Weight	Cube	Cases	Pallets
Dry	297,100	8,383	6,872	420
Chill	70,405	2,293	1,911	115
Freeze	140,260	3,985	2,371	200
Total	507,765	14,661	11,154	735

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2.6 SHIP'S STORES ITEMS

a. Selected items of Ship Stores Stock may be pre-loaded with the remainder to be loaded during the 5-day activation period. DD 1155 Delivery Orders will be activated on Day 1.

b. The stocking plan for Ship's Stores is developed to support up to a maximum of 1,300 persons for 45 days. The Ship's Store stocking plan includes a limited range of supplies to support patients; however, load-out will include sufficient health, comfort and recreational items to meet most of the basic need demands of patients for a 45-day period.

c. Once authorized, the OIC, MTF will establish the Ship's Store account during ROS and will preload all items that can be stored onboard from the recommended load. Procedures are provided in Ship's Store Afloat Publication (NAVSUP P-487) and from NEXCOM Contract Bulletins for procurement of ship store stock from local vendors under existing contracts.

2.7 GENERAL USE CONSUMABLES

a. The General Use Consumable List (GUCL) for storeroom items contains non-hazardous and hazardous requirements.

b. To support normal daily operations during ROS, the MTF OIC will maintain onboard sufficient stocks of general use consumables to support the ship and the MTF.

c. Pre-loaded MILSTRIP requisitions will be dropped for hazardous and shelf-life GUCL, as well as other GUCL items required to sustain the ship for at least 45 days.

3.0 LOADOUT

a. The loadout of subsistence, general use consumables, Ship's Stores and medical material will occur primarily on Day 2 through Day 5 of the activation period. There will also be requirements to load other items, such as personal effects and special mission material.

b. The detailed ship load plan will be predicated on 24-hour operations, if necessary, and will be closely coordinated with the supporting FISC, Base Commanding Officer/NAVSTA Commander and DDNV/DDDC.

c. The Supply Officer of the MTF will monitor all phases of the loadout and provide status to the CO/OIC, MTF. Material, Material Handling Equipment (MHE), manpower availability and conformance to the load plan should be reported. Backlogs within any segment of the loading process should also be reported. The loading of provisions will commence on Day 2 and continue until complete.

4.0 ACTIVATION AND EMBARKATION OF MTF PERSONNEL

T-AH activation will necessitate the embarkation and deployment of a large number of medical and non-medical personnel. The majority of personnel to staff the MTF are permanently assigned to NMC San Diego and NNMC Bethesda and are pre-designated for assignment to MERCY and COMFORT, respectively. Critical skill specialties not available at the designated sourcing medical centers will be provided from other BUMED activities. Total military manning as authorized in the T-AH 19 Class Ship Activity Manpower Document is contained in TFMMS; a summary of required manpower is contained in enclosure (9).

4.1 TRAINING AND INDOCTRINATION

Personnel must be technically and professionally trained to perform assigned duties and must be capable of assuming tasks onboard the hospital ship immediately. To develop maximum effectiveness, familiarization training and indoctrination will be conducted as described in the following subparagraphs.

a. Cadre (ROS) Crew. Cadre crew are active duty members assigned to T-AH MTF as their permanent duty station; this staff must be fully knowledgeable of and familiar with all aspects of the activation/logistics support plan. Each cadre crewmember receives skill training required for the assigned billet, to include fire fighting, damage control, shipboard safety, force protection, etc.

b. FOS Crew. Training requirements for medical and support personnel assigned to the MTF have been identified in the T-AH Navy Training Plan (NTP). Critical shipboard training requirements are contained in reference (c). The ATT and CIVMAR crew will conduct realistic training evolutions to exercise the crew in all aspects of required team evolutions, such as Underway Replenishment (UNREP), Vertical Replenishment (VERTREP), fire fighting/damage control, abandon ship, emergency egress (including donning of EEBDs), man overboard, life raft training and general shipboard safety. [Note: Shipboard safety and survival drills will be purposefully scheduled (unannounced) to occur in conjunction with flight ops/mass casualty reception training evolutions.]

c. Indoctrination. Indoctrination will be the responsibility of the MTF CO/OIC, in coordination with the Master, as personnel arrive onboard. Each individual will receive an indoctrination package, and will be assigned damage control, lifeboat or life raft and fire fighting stations (if this has not already been accomplished). All personnel will be briefed on assignments and familiarized with the ship and facilities. Indoctrination will continue as the ship gets underway, with regularly scheduled lectures and realistic day and night time integrated drills.

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d. BUMED or the sourcing MTF will provide the CO/OIC, MTF with a comprehensive list of MTF FOS augmentees NLT 24 hours after the activation notice.

4.2 PERSONNEL ACTIVATION

a. Specific actions and procedures necessary to recall and expeditiously prepare personnel for movement to the Port of Embarkation (POE) and for embarkation are included within Annex A. Activation and embarkation will be conducted in the following phases:

- **PHASE I** Personnel Reception
- **PHASE II** Screening and Indoctrination
- **PHASE III** Movement and Embarkation

[NOTE: Personnel designated as “critical core” on the AMD will be rapidly activated to ensure their arrival onboard NLT 24 hours after receipt of the activation order.]

b. The commanders of the designated sourcing medical centers, in coordination with the ship, will designate a central location to receive and process personnel prior to embarkation. The CO/OIC, MTF and the parent command of FOS crewmembers will accomplish the appropriate planning for personnel activation to rapidly organize and deploy the MTF.

c. The cognizant Healthcare Support Office (HSO) will direct establishment of a MAPU to implement/execute the deployment processing actions outlined in Annex A. Specific responsibilities of the MAPU are:

- (1) Plan control points and necessary work space at the designated reception location to ensure smooth and effective accomplishment of all reception tasks outlined in Annex A.
- (2) Plan for the necessary communications networks to recall, receive and process personnel.
- (3) Plan for sufficient transportation to meet reception area requirements and for orderly, time-phased movement of personnel and personal effects to the SPOE.
- (4) Designate personnel as an Advanced Party to assist the CO/OIC, MTF to coordinate the receipt and loading of personnel, personal baggage and unit equipment.
- (5) Develop primary and alternate transportation routes to the reception location and the SPOE.
- (6) Sequence arrival of personnel to the ship, consistent with the MTF CO/OIC’s direction.

5.0 ACTIVATION OF MTF DEPARTMENTS

The MTF cadre crew and the MTF FOS critical core are responsible for activating the MTF Departments. Preliminary action will require posting watches, activating contractor support teams, opening spaces, preparing storerooms and equipment for loading, expediting material requisitions and purchase orders, processing incoming personnel and arranging for MHE and stevedore services. As the number of MTF crew personnel onboard increases, functional departments will be activated, material loaded for the activation will be properly stowed, equipment will be inspected and operations will commence at the earliest possible time. Emphasis must be placed upon those tasks connected with embarking MTF personnel and the loading, distributing and stowage of activation medical and non-medical supplies.

5.1 SUPPLY DEPARTMENT

a. The Supply Department will accelerate activities to accomplish activation requirements, to include immediate requisitioning of medical material, consumables, repair parts, general use consumables, provisions and blood/blood products. This will require preload meetings for scheduling and coordinating with ISIC, ship's officers, FISC, the contractor support teams and key MTF personnel to provide for efficient and well-coordinated loading operations. It will also be necessary to closely monitor loading operations to ensure that schedules are met and to make timely reports on loadout status. Each organizational component will ensure that applicable files are maintained, critical shortages are identified and corrections made as soon as possible. Activation supplies being loaded onboard ship must be stowed and properly accounted for in their designated storerooms.

b. Maximum effort will be made to safeguard supplies, files, records and publications from loss or destruction. General security rules as described in NAVSUP P-485, Afloat Supply Procedures, will apply.

c. If indicated, the MTF SUPPO will request support from NAVSUP/Fleet assist teams (Disbursing, Postal, NEXCOM, Food Management and Micro-SNAP/SAMS) to provide technical guidance and support the activation and load-out process.

5.1.1 Medical Repair

Medical repair staff will review the status of all medical equipment in BIOFACS and PMBS and initiate actions to correct any outstanding work requests. Staff members will also initiate work closely with each MTF department to ensure that all equipment is fully functional. Any deficiencies in authorized repair/replacement parts inventories will be immediately identified to the Supply Department for expedited procurement.

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5.1.2 Storerooms

Close and continuing attention must be paid to the storerooms during loadout operations to ensure that adequate space remains to stow the balance of activation supplies coming onboard. Material condition of stowage spaces must also be checked to determine if there is any damage or leakage. Discrepancies must be reported immediately to the appropriate department.

5.1.3 Food Service

a. To the extent practical, the aft galley will be used to feed early arriving MTF FOS augmentees until sufficient provisions are onboard to support forward galley operations. Embarking MTF personnel may also subsist on Meals, Ready to Eat (MRE) or box lunches. The Base Galley may also be used with prior approval of the Base/Station.

b. Personnel assigned to the main galley will ensure that all files are in order and verify the cleanliness and upkeep of assigned spaces. Orders and schedules will be posted and the preparation and service of food will normally begin with breakfast on Day 2.

5.1.4 Ship's Laundry

Laundry service will be established as personnel arrive. Equipment will be started, operated and observed for excessive vibration, leakage and satisfactory lubrication. If feasible, repairs should be accomplished before the ship's departure. Assigned spaces will be checked for cleanliness, and orders and work schedules will be posted.

5.1.5 Ship's Store

The Ship's Store will open as soon as possible at the direction of the CO/OIC, but not later than the day of departure from the SPOE. Its service will be available to all military and civilian personnel.

5.1.6 Disbursing

A Disbursing Office with appropriate symbol will be established during ROS-5 in accordance with DOD FMR 7000.14-R, Volume 5. Upon activation notification, the office will become operational, subject to approval of the TYCOM and DFAS.

5.1.7 Management Information/Automated Data Processing

a. All software and hardware will be brought on-line and LAN operation and internal/external connectivity will be thoroughly tested.

- b. All PCs and disks brought onboard by FOS will be checked for viruses.

5.1.8 Post Office

- a. The Post Office functions will be rapidly established in accordance with MTF SOPs and applicable CNO guidance.
- b. If required, NFAF East/West will arrange with the Postal Assist Team to aid in overseeing achievement of full operating capability.

5.2 OPERATIONS

Personnel to man and operate all functions of the Operations Department are included in the critical core identified in the T-AH AMD. All equipment will be thoroughly tested to ensure full operational capability. Any inoperable items will be repaired and/or replaced prior to deployment.

5.2.1 Aviation Facility

The CO, MTF will be responsible for operation and maintenance of the flight deck and fuel system during FOS. Documents for JP-5 will be pre-cut and submitted by the MTF Supply Officer to the supporting Defense Fuel Supply Activity (DFSA). When activation notification occurs, JP-5 will be immediately requested from DFSA. To ensure that fuel can be received, stored and dispensed, equipment will be started and tested. The amount loaded will be fully documented. NFAF East/West will arrange for required flight deck certifications prior to deployment.

5.2.2 02N2 Plant

The CO/OIC, MTF is responsible for the operation and maintenance of the installed 02N2 plant. Both plants will be brought on line with lines fully pressurized and the quality of oxygen routinely tested.

5.2.3 Communications Suite

CMS gear will be brought onboard and the suite will be fully activated and tested. Custody of CMS gear is transferred from the OIC, MTF to the ship's Master.

5.2.4 Flight Deck

The ATT will assist with any "last minute" training requirements for the crew. Certification of the flight deck team and the deck itself will be arranged by the ISIC prior to deployment.

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5.3 HOSPITAL SERVICES

The activation of hospital services will be initiated by the OIC, MTF and will continue as Service/Department personnel arrive. All areas will accomplish activation requirements concurrently with the loadout. Personnel requirements for activation loadout have priority and may require deferral of some activation tasks until the transit phase of the mission. Those activation tasks which must be accomplished before sailing include the following: (a) operational checks of essential equipment; (b) achievement of full functional capability and (c) identification and procurement of critical shortages in equipment, supplies, repair parts or personnel.

5.3.1 Hospital Administration

The CO, MTF, with the assistance of the OIC/Executive Officer, will monitor the activation of all Services/Departments and take action to provide assistance, surface the need for outside support, defer tasks as required to attain initial operational capability, accomplish the loadout/strike down and conduct all required training.

5.3.2 Nursing Services

a. The Director of Nursing Services will monitor the activation of Inpatient Nursing Care and Operating Room (OR) Nursing Departments.

b. Personnel assigned to each inpatient ward will review all equipment and supplies to validate current or identify mission-unique AMAL shortages. All spaces will be cleaned and equipped to receive patients. Stocks of narcotics, controlled substances and additional consumable supplies will be drawn from the Pharmacy and Supply Department. The functional area Standard Operating Procedures (SOPs) will be reviewed with all assigned personnel, with particular attention to care and treatment responsibilities and procedures for the anticipated mix of patient conditions.

c. The Operating Room (OR) Nursing Department will establish Central Sterile Receiving (CSR) and OR functional areas. Initial CSR and OR personnel actions will be directed to establish initial surgical capabilities. CSR personnel will perform operational checks of all sterilizers and will clean, assemble, and sterilize all surgical trays and supplies. OR personnel will perform operational checks of all equipment and clean all spaces to establish the OR Nursing Department. Coordination with the Director of Surgical Service and Chief of Anesthesia will be necessary to phase the opening of functional operating rooms.

5.3.3 Medical Services

The Director of Medical Services will immediately expand Staff Medicine and will establish each department as personnel arrive. Each department will check equipment, verify work center inventory, draw additional operating supplies, review SOPs and establish liaison with other services.

5.3.4 Surgical Service

a. The establishment of each department and the rapid identification of equipment, personnel or supply shortfalls will be accomplished in coordination with the Nursing Department. The verification of the delivery of oxygen and the operation of anesthesia machines and other equipment must be accomplished early to allow correction of deficiencies by supporting shore activities.

b. The establishment of Casualty Reception will also receive early attention to ensure necessary supplies and equipment are available to receive, diagnose and treat initial casualties. Operational checks of the oxygen and suction systems as well as medical equipment will also be performed.

c. As each department checks equipment and draws additional required operating supplies, the Director of the Surgical Service will coordinate actions in order to provide initial operational capability.

5.3.5 Ancillary Services

a. Close liaison will be maintained with the MTF Supply Department to ensure that pharmaceuticals, lab reagents, film developer, etc. are received prior to deployment.

b. The establishment of each department and the rapid identification of equipment, personnel or supply shortfalls will be accomplished.

c. As each department checks equipment and draws additional required operating supplies, the Director of Ancillary Services will coordinate actions in order to provide initial operational capability.

6.0 COAST GUARD CERTIFICATION

NFAF East/West will immediately notify the cognizant U. S. Coast Guard (USCG) Office of the ship's activation. The Master and CO, MTF will work closely with the ATT to ensure that all required training is accomplished so that required drills can be successfully accomplished consistent with USCG standards.

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Annex A - MTF Personnel Deployment Processing

ANNEX A

MTF PERSONNEL DEPLOYMENT PROCESSING

1.0 GENERAL

This Annex identifies the procedures necessary to recall personnel and expeditiously prepare them for movement to the POE and embarkation onboard the ship. Appendix 1 provides a personnel reception processing schedule.

2.0 PHASE I - PERSONNEL RECEPTION

2.1 ACTIVATION ORDER

Upon receipt of an Activation Order, CHBUMED will direct the necessary actions to prepare for activation.

2.2 PERSONNEL RECALL

- a. The sourcing/supporting medical center will implement the Recall Plan.
- b. The HSO will direct the sourcing/supporting medical center to establish an MAPU at the designated MTF processing area.
- c. In accordance with pre-cut reporting orders, personnel will report to the designated processing area.

2.3 CHECK-IN

- a. The MAPU will establish systems and procedures to perform the necessary checks for deployment (Appendix 2).
- b. All personnel will check in with the MAPU and have their Personnel Readiness Information verified.
- c. The MAPU will take early action to bring the MTF unit to deployment strength.
 - (1) Verify personnel arrivals against requirements and directed reporting times.
 - (2) Screen records to determine whether personnel available locally can be substituted, when vacancies exist.

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(3) Ensure preparation of personnel deployment check off lists to determine any existing shortages so that vigorous corrective actions can be taken.

d. The following additional check-in actions will also be accomplished:

(1) Inform personnel of the deployment schedule and assist with any administrative needs (transportation, billeting, etc.).

(2) Advise personnel of mailing instructions.

(3) Restate the quantity and weight of authorized personal baggage to be carried onboard and identify excess property for appropriate disposition.

(4) Submit deployment readiness reports, as directed, to higher headquarters.

(5) Update rosters of unit personnel and forward to the custodian of unit medical records so that immunizations can be checked and a schedule prepared for those requiring immunizations and/or other medical treatment.

3.0 PHASE II - SCREENING AND INDOCTRINATION

a. Within security limitations, brief all personnel on the situation. The timely dissemination of information will curtail the circulation of unfounded rumors.

b. Arrange for the turn-in of equipment or personal items not authorized for the mission.

c. Conduct personal affairs briefings. Assist personnel requiring special guidance for such matters as personal finances and legal documents (wills and powers of attorney). Arrange for services of Chaplain, Attorney, Family Assistance and Security personnel to be available.

d. Determine which individuals are not eligible to move with the MTF (Appendix 3) and those who must be recalled from temporary or special duty.

e. Conduct necessary security indoctrinations. Stress the importance of safeguarding movement information.

f. Arrange for non-deploying personnel to perform medical and dental evaluation and required immunizations.

g. Ensure all personnel are on the Direct Deposit System so that no interruption in pay will occur.

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- h. Be prepared to process personnel for identification tags, identification cards and immunization records.
- i. Prepare and submit progress reports as directed to higher headquarters.
- j. Provide deploying members an opportunity to change pay options, start or change allotments.

4.0 PHASE III - MOVEMENT AND EMBARKATION

- a. Furnish or arrange transportation vehicles and control movement to the SPOE.
- b. Ensure that a pre-departure inspection and/or examination of personnel, baggage and military equipment is conducted.
- c. Send an Advance Party to the SPOE to facilitate reception of personnel, personal baggage and equipment and assist in loading onboard ship.
- d. Begin incremental movement to the SPOE at the earliest possible time to make optimum use of loading facilities and reduce overall activation time.
- e. Survey all routes leading to the SPOE. Determine probable traffic congestion areas and any other traffic obstacles.
- f. In coordination with the ship and Base/NAVSTA, prepare tentative traffic circulation plans into and out of the SPOE, including traffic control and security plans. Coordinate this with the security office and/or appropriate local police authorities.
- g. Verify and expeditiously move personnel arriving at the SPOE to the pier and embark.
- h. Provide MTF a consolidated, comprehensive MTF FOS augmentee list in a ship-compatible electronic format.

Appendix 1 - Personnel Reception Processing Schedule

Appendix 2 - Qualification for Activation Movement

Appendix 3 - Deployability Exclusion Criteria

ANNEX A
APPENDIX 1
PERSONNEL RECEPTION PROCESSING SCHEDULE

1.0 GENERAL

a. Reporting times will be consistent with ship requirements and will be phased across the activation period to stagger arrival at the Reception Center. This will reduce bottlenecks and provide an even flow of people throughout the processing period. Personnel filling augmentation billets identified as critical core in the AMD and required to assist in loading operations at the SPOE and lighting off of MTF habitability systems will be scheduled to report within 24 hours after notice to activate. The remainder will follow as deployment processing is completed.

b. Transportation to move personnel from the Reception Center to the POE should be via bus and must be sequenced to meet a small demand at the beginning and larger demand near the end. For planning purposes, the total cycle time of each bus at the SPOE should be approximately 60 minutes. Sufficient buses should be used to move personnel, with arrival times staggered to avoid unnecessary demands on the MTF staff. Trucks will also be required to move the personal baggage and unit equipment.

c. The MAPU should be equipped and staffed to effectively work through a sustained 120-hour period. The MAPU staff must be large enough to process required members per hour to meet essential time line. It is assumed that the majority of requirements will be completed during pre-activation. When personnel arrive at the POE, they will board the ship as soon as possible. Moving 50-person increments to pierside, boarding the ship and getting to a crew berthing area will take approximately 4 hours.

2.0 TIME PHASING

a. Recall Notification. Recall notification will be completed within 4 hours after receipt of the Activation Order.

b. Day 1 (0-24 hours)

(1) Critical core augmentees begin arriving at the Reception Center.

(2) Complete processing, transporting and embarkation of critical core personnel (approximately 250 personnel).

c. Day 2 (25-48 hours). Complete processing, transporting and embarking 100-150 personnel.

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d. Day 3 (49-72 hours). Complete processing, transporting and embarking 200-250 personnel.

e. Day 4 (73-96 hours). Complete processing, transporting and embarking 300-350 personnel.

f. Day 5 (97-120 hours). Complete processing, transporting and embarking remaining personnel.

ANNEX A
APPENDIX 2
QUALIFICATION FOR ACTIVATION MOVEMENT

1.0 REQUIREMENTS

Personnel assigned to the MTF will meet the following qualifications:

- a. NOBC/NEC/Subspecialty code for the billet assigned.
- b. Availability for immediate deployment.
- c. Physical qualification to perform sea duties for extended periods of time.
- d. Meet required immunization standards in accordance with BUMEDINST 6230.15.
- e. Meet required readiness requirements in BUMEDINST 6440.5A.

2.0 PERSONNEL READINESS INFORMATION

The sourcing/supporting medical center will prepare and maintain personnel readiness information on individuals assigned. This information will be kept current and brought to the reception site when word of activation is received.

3.0 MEDICAL REQUIREMENTS

3.1 PHYSICAL EXAMINATIONS

Physical examinations and tests will be conducted in accordance with the provisions of Manual of the Medical Department. Persons must be free of communicable disease and not have any condition which would present a threat to them, to other personnel onboard or to the ship's mission.

3.2 PROFILE

- a. Reevaluation. When an individual has a change of profile, suitability for assignment to the MTF FOS crew must be reevaluated.
- b. Pregnancy. See OPNAVINST 1300.17.

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c. Eye Glasses. Eye glasses are required for personnel having unaided visual acuity of less than 20/20 or to obtain best visual activity as determined by an optometrist. All individuals requiring eye glasses should have two pairs of glasses in their possession as well as gas mask inserts.

d. Hearing Aids. Individuals requiring hearing aids will have one hearing aid and at least four sets of batteries in their possession.

e. Immunizations. In accordance with BUMEDINST 6230.15, additional chemoprophylactic measures, i.e., malaria prophylaxis, immunization, gamma globulin, etc., may be required. Determination will be made by the CO, MTF, who will then prescribe the chemoprophylactic measures to be taken.

f. Allergies. Personnel requiring significant medication or having environmental allergies or special medical requirements will have those documented in their health record and have in their possession medical warning identification tags (red dog tags).

g. Deployment Medical Briefing. Prior to deployment, all personnel will receive a medical briefing/ debriefing and individual evaluations as deemed necessary by the CO, MTF.

4.0 DENTAL REQUIREMENTS

Individuals should have had a dental examination within the preceding 12 months, and will be fully deployable. All individuals classified as Class 3 or 4 will be screened by a dental officer who will certify suitability for deployment.

5.0 LEGAL ASSISTANCE

Legal assistance will generally involve preparation of powers of attorney (general and special) and wills. To the maximum extent possible, personnel must prepare these documents as soon as possible, since the necessity for proper preparation, execution and notarization precludes rapid processing upon emergency cases. Although documents may be prepared in advance of deployment, the decision to execute the document or delay execution until deployment is retained by the service member.

6.0 FINANCIAL SERVICES

Financial services involve those preparations and steps taken to minimize the negative financial impact deployment may have on service members and their families. Upon assignment to a FOS billet, all personnel will be offered the opportunity to prepare the necessary documentation to allow them to accomplish the following prior to deployment:

- a. Change pay option
- b. Establish or change allotments
- c. Initiate a "Consent and Designation for the Release of Military Pay Data" form.

ANNEX A
APPENDIX 3
DEPLOYABILITY EXCLUSION CRITERIA

1.0 EXCLUSION CRITERIA

The following categories of personnel are nondeployable, unless otherwise specified:

a. Personnel with less than 30 days from their End of Active Obligated Service (EAOS) date. This is waivable if an enlisted member extends or reenlists. If the member has exercised a reenlistment option for training or assignment, he/she will be given the choice of accepting the reenlistment option or remaining with the unit. Officers are deployable if they have applied for indefinite status.

b. Personnel with confirmed assignment to a service school, Officer Candidate School (OCS) or Service Academy Preparation School. All other personnel with PCS orders are deployable.

c. Personnel officially notified of nomination for appointment to the United States Military Academy, United States Air Force Academy, United States Naval Academy or United States Coast Guard Academy.

d. Personnel under investigation for subversion or disaffection.

e. Personnel under investigation by a criminal investigation activity (NCIS, FBI, CID, OSI).

f. Personnel on whom suspension of favorable personnel action has been initiated and/or being processed for elimination.

g. Personnel awaiting Courts-Martial or results of trial by Courts-Martial.

h. Personnel in a limited duty status, undergoing a medical board or awaiting a Physical Evaluation Board determination.

i. Personnel who have a record of the sale, unauthorized possession, or use of drugs, or alcohol abuse, unless punitive action or appropriate rehabilitative action has been completed.

j. Personnel in an Unauthorized Absence (UA) status, hospitalized or in confinement.

k. Personnel who submit a claim for conscientious object or status are ineligible for overseas duty pending final determination by the appropriate service headquarters.

GENERAL DEACTIVATION PLAN

1. RESPONSIBILITIES

1.1 COMMANDER, MILITARY SEALIFT COMMAND, NAVAL FLEET AUXILIARY FORCE PROGRAM MANAGER (COMSC/PM1) shall:

- a. Function as TYCOM for the T-AH.
- b. Upon receipt of the deactivation order from the FLTCINC, establish policy for the execution and control of ship deactivation in accordance with ship's doctrine and CINC operational guidance.
- c. Oversee scheduling and effect coordination with MSC Area Commanders and NFAF East/West Field Offices.
- d. Coordinate deactivation activities with BUMED and NAVSUP and other supporting organizations.
- e. Establish procedures for the administration, control and use of MTF assets while performing deactivation tasks.
- f. Identify to supporting commands all special requirements which may place unusual demands on available resources.

1.2 COMMANDER MILITARY SEALIFT COMMAND ATLANTIC/PACIFIC (COMSCLANT/PAC) shall:

- a. Report to the cognizant FLTCINC the status of ship's readiness.
- b. Assume OPCON of the MTF, as directed.

1.3 NAVAL FLEET AUXILIARY FORCE EAST/WEST (NFAF-EAST/WEST) shall:

- a. Maintain administrative control (ADCON) of the MTF.
- b. Establish procedures to measure deactivation progress and submit reports to higher authority as directed.
- c. Validate the priority listing of material, stores and equipment submitted by the MTF for funding.

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- d. Communicate and coordinate deactivation procedures with the ship's Master.
- e. Schedule and coordinate MTF deactivation activities with appropriate organizations to provide for minimal degradation to readiness.
- f. Contract for layberthing, security and general services for the ship while operating outside the normal layberth port.
- g. Provide for MHE, service craft, pilots, utilities, crane service, rigging, stevedoring, staging, scaffolding, brows, access towers and transportation.
- h. Monitor ship and MTF work requests for modifications, alterations and repairs.
- i. Plan for off-ship repair work during deactivation.

1.4 NAVAL COMMANDER (CINCLANTFLT, CINCPACFLT) shall issue a formal deactivation order to CNO and COMSC.

1.5 CHIEF, BUREAU OF MEDICINE AND SURGERY (CHBUMED) shall:

- a. Upon request from TYCOM or the MTF, make provisions for appropriate medical inspections/survey of MTF assets and recommend remedial actions necessary to maintain serviceability of equipment and material readiness.
- b. Coordinate MTF deactivation activities with COMSC PM1, NFAF East/West Field Offices and NAVMEDLOGCOM.
- c. Ensure that subordinate commands are advised of and support any special requirements which may place unusual demands on them.
- d. In conjunction with COMSC/PM1, alert the MTF sponsor when special programming and budgetary actions are necessary as a result of MTF operations during FOS.
- e. Upon request of COMSC, provide specialized personnel, tools and support and test equipment for requirements exceeding the MTF's capabilities.
- f. Comply with responsibilities outlined in enclosure (6).

1.6 COMMANDER NAVAL SUPPLY SYSTEMS COMMAND (COMNAVSUPSYSCOM) shall:

- a. Provide Assist Teams when requested for Supply Department functions. Teams will provide technical guidance and advice as required; provide assistance in evaluating and

performing maintenance on Supply Department equipment and assist in rendering and auditing of returns.

- b. Support resupply of the T-AH via the supporting FISC and small purchase activity.

1.7 NAVAL MEDICAL LOGISTICS COMMAND (NAVMEDLOGCOM) shall:

- a. Assist in resolving medical logistics problems in support of deactivation.
- b. Monitor and expedite the return of loaned medical equipment and supplies, and arrange maintenance service if required during deactivation.
- c. Provide technical guidance and support services on medical/dental equipment and material.
- d. Provide assistance/instruction as required to the MTF for equipment modification applications.

1.8 OFFICER IN CHARGE HEALTHCARE SUPPORT OFFICE (HSO) shall:

- a. When directed by CHBUMED, monitor deactivation schedule and provide assistance as required.
- b. Direct establishment of MAPU.

1.9 T-AH Master

- a. Maintain all ship's systems, equipment and watch station assignment bills.
- b. Review the division of operation and maintenance responsibilities and support functions listed in the responsibility matrix in enclosure (7) to ensure the necessary actions are accomplished.
- c. Plan and coordinate the following items with the CO, MTF:
 - (1) Preparation of the T-AH for return to its Sea Port of Debarkation (SPOD) and layberth.
 - (2) Requirements for port services and any special handling equipment.
 - (3) Procedures for off-load of the ship.

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(4) Those actions necessary to assure that MTF equipment is operationally ready and safe, including equipment inspections, testing, repair, modification, cleaning, preservation and storage.

(5) Actions required for the inventory of T-AH (deck/engine/supply) material, stock rotation, addition of new assets and storage.

d. Act as focal point for reporting status on all aspects of deactivation.

e. Conduct inspections of MTF spaces to determine mission readiness of the ship, and make appropriate recommendations to the CO, MTF where corrective action may be necessary.

1.10 COMMANDING OFFICER/OFFICER IN CHARGE (CO/OIC) MTF shall:

a. Plan and direct the necessary MTF deactivation tasks in accordance with MTF detailed deactivation plan and checklists.

b. Plan and coordinate deactivation procedures with the ship's Master.

c. Prepare debarkation and offload plans at ship's SPOD and/or layberth.

d. Determine workload, skills and staffing requirements necessary to expedite the deactivation process.

e. Activate the MAPU.

f. Monitor and report actual status of MTF deactivation processes.

g. Ensure that deactivation checklists are completed by applicable departments per Annex A.

h. Identify and validate repair requirements for major items of medical equipment.

i. Conduct visual inspection of all MTF compartments, checking equipment and supplies for deterioration, damage, leaks and completeness.

j. Initiate action to retain personnel skills, tools or support and test equipment to complete deactivation tasks.

k. Initiate action to provide for off-ship MTF repair work during ROS status.

- l. Initiate follow-up procedures to accelerate receipt of material that historically has long procurement lead times.
- m. Maintain and monitor a shelf life control program.
- n. Ensure that equipment modifications are performed, if possible, prior to return to ROS.
- o. To the maximum extent practicable, prepare shelf life items for rotation once the ship has returned to ROS status.
- p. Report the status of MTF personnel, equipment and material in terms of requirements, attainment, usage, deficiencies and present status.
- q. Establish, publish and ensure maintenance schedules for conducting physical inventory actions.
- r. Submit FOS staffing change recommendations--with supporting rationale--upon completion of deployment.

2.0 MATERIAL DISPOSITION

- a. The purpose of this portion of the deactivation process is to ready all spaces for the next activation. This includes the acquisition or disposal of medical material to return to the levels identified in the AMAL for ROS. Special considerations to accomplish this purpose include the following:
 - (1) Assessment of useful life remaining on dated and deteriorative items.
 - (2) Assessment of level and state of packaging of remaining stocks.
 - (3) Reconstitution of consumables, spares and medical repair parts allowances.
 - (4) Recommend changes to AMAL items or quantities.
- b. The efficient operation of the MTF requires that equipment and supplies for its performance be ready and available when and where they are required. This requirement is satisfied in part through accurate inventories and the timely requisitioning, distribution and replenishment of equipment, repair parts and other required supplies. Inventory audits conducted during deactivation (similar to those routinely accomplished during deployment) will be used to verify locations and determine requirements for additions, deletions, excesses and stock rotation. The CO, MTF will maintain inventory control and accomplish required

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corrective actions to MTF accountable records.

c. Some materials may be turned in or transferred during deactivation to meet ROS authorized material levels. All materials must be identified, tagged and marked accurately to permit the receiving activity to process and grant credit, when applicable, to the T-AH operating budget.

d. Excess materials will consist primarily of subsistence items, medical, blood and special mission materials. Excess material provided under PV programs will not normally be accepted by the vendor for return to commercial sources.

e. NFAF East/West will issue offloading instructions for subsistence and general supply materials determined to be excess. Offload of excess medical items will be coordinated by the MTF in conjunction with NAVMEDLOGCOM and activities ashore.

f. Off loading of large quantities must be coordinated with the Master and the receiving activity prior to material movement.

g. Material status will be reported regularly to NFAF East/West for all categories of material during deactivation to assist in the process of reaching the authorized ROS material load. NAVMEDLOGCOM will also receive reports on medical material status during deactivation.

2.1 MEDICAL-SURGICAL MATERIAL

Only those quantities of material required to meet ROS stockage objectives will be retained onboard. Efforts will be made to return as much material as possible to the original PVs. When possible and practical, usable items will be transferred to the sourcing medical center or provided to fleet units via the TYCOM. Remaining quantities will be appropriately and safely disposed of. In all cases, the ships will comply with DODI 4160.21M, Defense Disposal Manual, and BUMEDINST 6710.62, Management of Dated Medical and Dental Material.

2.2 PHARMACEUTICALS

a. All narcotics and controlled substances will be offloaded and custody transferred to the supporting medical center or disposal agent as soon as patient care requirements will allow. Each department's accounting documents will be reviewed and closed or investigation initiated on discrepancies as turn-ins occur. The pharmacy will inspect and classify all returned narcotics and controlled substances in order to reconcile quantities to the AMAL. Packages with broken seals will be repackaged and resealed as appropriate. Any material not considered condition "A," in accordance with DLAM 4155.5, Quality Control Depot Storage Standards, Appendix M, Medical Supplies, will be reported as excess for disposition. Once

all turn-ins are complete, narcotics and controlled substances will be transported to a secure storage facility ashore, and the appropriate accountability documents will be prepared and provided to the OIC of the cadre crew. No narcotics or controlled substances will remain aboard during ROS.

b. Each department will segregate and identify all remaining pharmaceuticals that are not condition code "A." Excesses, including other than condition "A" material, will be reported to the Supply Department by National Stock Number (NSN), quantity, condition code, manufacturer, lot number and expiration date. Shortages will be identified by reporting NSN, quantity short, quantity on-hand and total required quantity.

2.3 REAGENTS

Except for the small quantities required to periodically calibrate and test lab equipment during ROS, all reagents will be disposed of or transferred to the primary sourcing medical center.

2.4 BLOOD

The Laboratory Department will contact the Navy Blood Program Office (NBPO) in accordance with OPNAVINST 6530.4A, Navy Blood Program, and initiate actions to ship the remaining whole blood and blood products to appropriate activities for utilization. Stocks of frozen blood will be inventoried and reported to NBPO. If necessary, NBPO will assist in acquisition or disposal, as appropriate, of frozen blood to return blood bank stocks to required ROS levels.

2.5 SUBSISTENCE

All subsistence items will be inspected, inventoried and disposed of based on NFAF East/West direction. Inventory requirements are outlined in NAVSUP Publication 486 (Food Service Management). The rough inventory will be recorded on Food Item Report/Master Food Code List (NAVSUP Form 1059).

2.6 SHIP'S STORE

A wall-to-wall inventory of Ship's Store stock will be taken once the Ship's Store is closed, and returns rendered. Notice will be given to the crew and patients of the closing so they may obtain their needs for the remainder of FOS. NAVSUP Publication 487 (Ship's Store Afloat) provides detailed procedures for closing of Ship's Stores. NFAF East/West will arrange for NEXCOM Fleet Assistance Team support.

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2.7 GENERAL USE CONSUMABLES

Consumables will be routinely reordered during FOS to maintain the authorized levels. Review of stock records and inventories of all general consumable storerooms will be accomplished to determine stock deficiencies, ensure materials are correctly identified and properly stowed and to adjust quantities as necessary. Significant material excesses will be transferred to other fleet units via the supporting FISC or the fleet TYCOM.

3.0 DEACTIVATION AND DEBARKATION OF MTF PERSONNEL

The primary objective of plans pertaining to deactivation is to maintain the personnel strength and effectiveness of the MTF, to identify and correct deficiencies and to prepare for the next assigned mission. There is expected to be considerable pressure from the MTF FOS crew to leave the ship immediately upon return to CONUS. This pressure must be actively resisted to ensure a smooth transition to ROS and to reduce the subsequent ROS crew workload. In view of the T-AH rapid response requirement, COMSC/PM1, NFAF East/West and the CO, MTF will jointly determine which personnel will be retained to ensure that all deactivation tasks have been completed and an acceptable level of ROS readiness is achieved.

3.1 MANNING LEVELS

Manning levels will be phased down as the MTF transitions from FOS to ROS. Each section within the MTF has specific responsibilities assigned and a checklist to complete for the deactivation process. Completion of these tasks will be accomplished in three phases, as described in the following subparagraphs.

3.1.1 End of Mission Phase

Upon notification that the MTF mission is complete, there will be an all-hands effort to initiate accomplishment of the tasks listed in Annex A. In addition to the deactivation tasks, patients requiring continued treatment may also be onboard. The degree of deactivation achieved during this phase depends upon patient load and time/distance factors to the SPOD.

3.1.2 Port Arrival Phase

Debarkation of MTF personnel, patients, equipment and material will occur during this phase. Personnel not required for completion of deactivation tasks will be relieved of MTF duties and sent to the MAPU for out-processing and return to parent units.

3.1.3 Final Deactivation Phase

Final deactivation tasks will be completed by FOS MTF personnel still attached to the ship. These personnel will remain until all tasks are completed, and the MTF is capable of

achieving FOS within 5 days.

3.2 MTF ADMINISTRATIVE RESPONSIBILITIES

Listed below are the administrative actions that must be accomplished by the CO/OIC, MTF prior to the return of MTF FOS personnel to parent units.

- a. Request activation of the MAPU.
- b. Prepare detachment orders for all assigned MTF personnel, both medical and non-medical.
- c. Ensure that service records, health and immunization records and original orders are current for detaching personnel.
- d. Document specialty training and all other training received while onboard the ship.
- e. Ensure that pay records are current.
- f. Arrange with the Postal Officer for prompt forwarding of mail.
- g. Arrange for the reception of personnel at the arrival port.
- h. Issue service records, pay records and Personnel Readiness Information (PRI) to individuals departing the ship.

3.3 STAGING AND MOVEMENT TO OUT-PROCESSING CENTER (OPC)

The MAPU will be notified of the estimated time of arrival (ETA) at the SPOD. The MAPU will immediately activate personnel to perform the necessary functions to off-load, stage and transport personnel and their baggage from the port to the Out-Processing Center (OPC) and collect individual records. Functions required of the MAPU are as follows:

- a. Arrange for reception of personnel at the SPOD.
- b. Plan for staging areas at the port and sufficient transportation to meet SPOD requirements for movement of personnel and their baggage to the OPC.
- c. Plan control points and necessary work spaces at the OPC.
- d. Plan for quarters and messing to accommodate personnel arriving at the OPC from the ship.

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- e. Designate personnel for an advance party at the SPOD to coordinate the receipt and transport of personnel, personnel baggage and unit equipment.
- f. Collect individual service records and pay records from arriving personnel at the OPC.
- g. Complete administrative processing and return individuals to parent units.
- h. Ensure that recall records are current.

4.0 DEACTIVATION OF MTF DEPARTMENTS/FUNCTION CLOSE OUT

4.1 SUPPLY DEPARTMENT

a. The Supply Department will undergo administrative and functional transfer of responsibilities during the deactivation period. Some of the functions of the Supply Department will be phased out, while others will be phased down and transferred to the ROS cadre crew Supply Department. Each division within the Supply Department will execute its phase down and turnover transition plan, which will be consistent with the overall MTF plan and will be coordinated with ROS Supply Department personnel. Controlled equipment will be inventoried and custody transferred to the ROS Supply Officer or other designated ROS staff member. The FOS Supply Officer will direct all Supply Department division officers to conduct an inspection of their area of responsibility; subsequently, FOS and ROS Supply Officers will conduct a joint inspection of the Supply Department and submit a relieving letter to the CO and OIC, MTF. Specific deactivation tasks are detailed in the Supply Department Checklists contained in Annex A.

b. Storerooms containing general stores materials, such as repair parts, consumables and general use items should not require a great amount of preparation for ROS unless the ship has had an extended period of operation. Stock control programs for expenditures, receipts, financial accounting and requisitioning should have maintained materials aboard and on order at authorized levels during FOS. The annual inventory cycle of general stores materials will be executed throughout the deployment, to allow accuracy problems to be addressed as they occur. Therefore, a comprehensive inventory will not be required before turnover to the ROS cadre crew.

c. A thorough review of all stock control functions for the MTF and medical supply will be conducted. Particular attention will be directed to the Material Outstanding File (MOF) for overaged requisitions and requisitions for material no longer required. Aggressive follow-up and cancellations will be made as appropriate. Reports of Discrepancy (RODs) will be filed for requisitions above dollar threshold values listed in P-485 and other applicable

instructions for overaged "BA" status and overaged requisitions for "AS1" material.

d. Particular attention will be paid to contracting records. Aggressive follow-up will be made on contract material that has been shipped but not received, and cancellations will be made where possible for material still on order but no longer required. A review will be made to ensure all completed contracts and invoices have been forwarded to the appropriate paying office.

e. Stock Control and Medical Supply Divisions will coordinate work center inventories of material and arrange for excesses above ROS requirements to be returned to centralized storage. ROS deficiencies in work centers will be filled to the maximum extent possible by excesses from other areas. At the conclusion of the reallocation process, inventories of material held in centralized storage will be made and stock records adjusted accordingly. Major gains or losses will require causative research and documentation.

f. NFAF East/West will arrange for MicroSNAP and general supply assistance as required.

4.1.1 Medical Supply Division

a. The Supply Department Medical Supply Division will assist all services/departments to identify, inventory and classify on-hand medical supplies and equipment. As serviceable excesses are reported, redistribution to other functional areas will be effected to satisfy shortages. Other than condition code "A" excesses, turned-ins will be reviewed to identify like items to complete a unit of issue, to identify dated material that may have been extended and to prepare a report of excesses to maximize use by other medical activities.

b. All shortages will be identified and requisitions will be prepared to meet AMAL requirements. Excesses that cannot be redistributed within the MTF will be reported through command channels and material held or shipped as disposition instructions are received. Excess material will be segregated from AMAL stocks and storage areas configured to ROS status.

c. Recommended additions or changes to the AMAL resulting from the mission should be matched to the excess list so that material which may be approved for retention is not marked for disposal. Both the requested change to the AMAL and the excess material report should be annotated to indicate the identified requirement.

4.1.2 Medical Repair

a. Medical repair will assist all services and departments in the inspection and classification of medical equipment. PMS requirements will be completed before departments are closed out. Any required repairs or PMS tasks not accomplished will be

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reported for later completion by the ROS cadre crew.

b. Medical repair parts will be inventoried after repair and PMS actions are completed, and any shortages will be requisitioned. If medical equipment has been changed due to failure, the repair parts in support of the changed-out equipment should be reviewed and reported as "excess" if a requirement no longer exists. Recommended changes to authorized repair parts levels, based on failure rates experienced during the mission, will be forwarded to the CO/OIC, MTF.

c. Repair and maintenance will be accomplished in accordance with equipment technical manuals and NAVMED P-5132, Medical Equipment Management Manual.

d. Information on the status of all medical equipment will be documented/updated in BIOFACS and PMBS.

4.1.3 Food Service

a. The main galley will phase down (and ultimately close) in coordination with the personnel debarkation schedule. The transfer of Food Services Operations to the Aft MSC galley will be determined by the CO, MTF in coordination with the ship's Master.

b. Inventories of galley equipment will be conducted utilizing the current Initial Outfitting List (IOL) to establish a current listing of galley equipment. Requisitions should be prepared for missing essential equipment, and OPNAV 4790/2K, Ship's Maintenance Action Forms, prepared for repair of damaged equipment. Necessary repair actions will be coordinated with the Port Engineer and the ROS Supply Officer.

c. All leftover food products and perishable materials should be turned in, transferred to the Aft Galley, or surveyed. All equipment and material will be cleaned, stowed and secured. All necessary action should be taken to ensure protection of equipment from damage or unauthorized use. All equipment and materials are to be in ROS readiness condition. The main galley remains closed during ROS.

d. NFAF East/West will coordinate the services of the Navy Food Service Management Team for equipment deactivation and assistance with food service returns.

4.1.4 Ship's Laundry

a. Units of ship's laundry will be shut down as the demand dictates. Each unit will be cleaned, inspected and a work order prepared for any equipment needing repair. Inventories of all equipment and materials will be conducted. Quantities of materials will be adjusted to the original ROS load. Department files will be maintained in accordance with current instructions. The ship's laundry remains closed during ROS.

- b. NFAF East/West will coordinate the services of the Laundry Assistance Team for equipment deactivation and maintenance.
- c. Major repair actions will be coordinated with the Port Engineer and the ROS Supply Officer.
- d. All laundry will be fully cleaned/processed in preparation for the next activation.

4.1.5 Ship's Store

- a. The operation of the Ship's Store will be phased down as crew and patients depart from the ship. Complete inventories of the Ship's Store stock are to be conducted. Accounting and reporting procedures will be in accordance with NAVSUP P-487 (Ship's Store Afloat). NFAF East/West will arrange with the NEXCOM Fleet Assistance Team to transfer excess stock, and assist in the rendering and auditing of returns prior to their submission to DFAS.
- b. All equipment and materials will be cleaned, stowed and secured. Custody of space, equipment and materials will be transferred to the ROS cadre crew.

4.1.6 Disbursing

- a. The Disbursing Office will be closed in accordance with DOD FMR 7000.14-R, Vol 5. All cash and negotiable assets will be deposited to credit the T-AH Defense Station Symbol Number (DSSN).
- b. NFAF East/West will arrange with the Disbursing Fleet Assistance Team to provide advice in the rendering and audit of returns prior to submission.

4.1.7 Management Information

- a. All clinical records/information will be archived and transferred to an off-site location designated by CNO and the FLTCINC.
- b. A complete inventory of all work stations and peripherals will be accomplished--along with operational checks and virus scans.
- c. Recommended functional upgrades to software systems will be prepared for submission to BUMED, CNO and COMSC (PM1).
- d. Recommendations for hardware upgrades/additions will be prepared and submitted to

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COMSC/PM1 via the chain of command.

4.1.8 Post Office

a. The Post Office will be closed in accordance with OPNAVINST 5112.3B, Military Post Office Operating Manuals, and OPNAVINST 5112.4B, Military Post Office Operating Procedures.

b. If required, NFAF East/West will arrange with the Postal Assistance Team to aid in the orderly shut down of the Post Office.

4.2 OPERATIONS

4.2.1 Aviation Facility

It is the responsibility of the MSC staff to off-load all aviation fuel (JP-5). All maintenance and minor repair to the aviation facilities will be accomplished by the MSC crew, with the assistance of the MTF Flight Deck crew.

4.2.2 O2N2 Plant

The CO, MTF will prepare requests for any needed repair and overhaul of Oxygen Generation Equipment (O2N2) and plan for conducting routine inport maintenance and calibration of equipment.

4.2.3 Communications Suite

a. The suite will revert to local holder status; account responsibility will be transferred from the Master to the OIC, MTF.

b. Deferred preventive maintenance will be accomplished, and new equipment will be requisitioned to replace unserviceable items.

4.3 HOSPITAL SERVICES

4.3.1 Hospital Administration

Hospital administration personnel will complete and close patient and administrative records as soon as practical. These elements will then establish two sections to assist the CO, MTF in monitoring and controlling the tasks to be performed in the MTF deactivation. One section, composed mainly of the ROS cadre crewmembers, will monitor material actions and assume custody and security responsibility for the MTF. The second section, composed mainly of FOS crewmembers, will collect information, review recommendations and prepare

an After Action Report. The findings and recommendations within the After Action Report will be used by the ROS cadre crew, CHBUMED, MSC and other responsible activities to improve mission performance during the next cycle of activation, FOS and deactivation.

4.3.2 All Medical Departments

All services/departments will conduct an inventory and inspection of equipment, supplies and spaces. Each department will contact Medical Repair to correct any equipment maintenance problems and to schedule deferred PMS requirements. All spaces will be cleaned and secured in ROS condition as soon as patient care requirements permit. Consumable supplies will be segregated into condition "A" and other than condition "A" stocks. Only complete units of issue will be retained against AMAL quantities. Excess supplies (including other than "A" condition material) stocks will be turned into the Supply Department with appropriate offload documentation listing NSN, quantity, condition code, manufacturer, lot number and expiration date. A listing of stocks on-hand against AMAL requirements will be prepared listing NSN, manufacturer, lot number, quantity and expiration date for use by the Supply Department to redistribute excesses to cover shortages and to requisition required items. Custody of spaces, supplies and equipment will be transferred to the ROS cadre crew.

5.0 PLANNING FOR THE NEXT ACTIVATION

5.1 CORRECTIVE MAINTENANCE

Maintenance will be accomplished during ship's availability and scheduled on a least effect basis. Should communication of activation be received prior to completion of corrective maintenance, all work must be closed out in a 48-hour period to permit the ship to transit to its embarkation point.

5.2 EQUIPMENT CHANGE-OUT

All equipment change outs/Ship Alterations (TRANSALTs) will be scheduled for regularly scheduled dry-dock or overhauls.

5.3 RECERTIFICATION

Recertification by the American Bureau of Shipping (ABS) and the USCG will be scheduled by MSC.

Annex A - MTF Deactivation Checklists

ANNEX A
MTF DEACTIVATION CHECKLISTS

PERSONNEL ADMINISTRATION

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Submit recommended changes for deletion or addition of FOS crew or ROS crew billets.	-----	-----
2.	Perform operational checks on all administrative equipment.	-----	-----
3.	Furnish rosters to cognizant organizations for personnel assigned to deactivation phases.	-----	-----
4.	Prepare detachment orders for MTF personnel.	-----	-----
5.	Complete service record book entries.	-----	-----
6.	Submit individual award recommendations.	-----	-----
7.	Complete fitness reports and performance evaluation reports for attached personnel.	-----	-----
8.	Arrange for correct and prompt forwarding of mail.	-----	-----
9.	Clean, prepare and protect equipment for ROS storage.	-----	-----
10.	Identify and report shortages to the Supply Department.	-----	-----
11.	Issue orders, pay records and other pertinent records to personnel being detached.	-----	-----
12.	Prepare and submit final reports.	-----	-----
13.	Stow and secure administrative supplies.	-----	-----
14.	Transfer custody of spaces, supplies and equipment to cadre crew.	-----	-----

MTF DEACTIVATION CHECKLISTS

SUPPLY DEPARTMENT

SECTION I - FOOD SERVICE:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Determine projected crew strength for planning phase down of feeding and cut-off date for main galley operations.	-----	-----
2.	Reduce frozen and chilled subsistence inventories consistent with feeding requirements. Coordinate excess food transfer with the NFAF East/West Field Activity.	-----	-----
3.	Review semi-perishable provision list and identify remaining shelf-life.	-----	-----
4.	Reduce semi-perishable subsistence inventories to ROS pre-load levels consistent with feeding requirements. Coordinate excess food transfer with the NFAF East/West Field Activity.	-----	-----
5.	Review Cycle Menu and make any changes required based on experience during activation. Adjust and develop new authorized load list for subsistence.	-----	-----
6.	Stop main galley food service.	-----	-----
7.	Inspect and test all galley equipment.	-----	-----
8.	Prepare work orders for defective equipment.	-----	-----
9.	Inventory, clean, stow and preserve all equipment in the main galley.	-----	-----
10.	Turn over custody of main galley to cadre crew.	-----	-----
11.	Inventory all remaining frozen and chilled subsistence items.	-----	-----
12.	Report excess frozen and chilled subsistence items to the NFAF East/West Field Activity for disposition or transfer to MSC aft galley.	-----	-----
13.	Shutdown and clean chill and freeze storerooms.	-----	-----
14.	Inventory all remaining semi-perishable subsistence items and determine remaining shelf life. Coordinate excess food transfer with the NFAF East/West Field Activity.	-----	-----
15.	Update pre-cut requisitions for activation loadout.	-----	-----

NOTE: Navy Food Service Management Team will provide guidance and assistance as necessary.

MTF DEACTIVATION CHECKLIST

SUPPLY DEPARTMENT

SECTION II - LAUNDRY SERVICE:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Determine projected laundry close-down date.	-----	-----
2.	Close down laundry.	-----	-----
3.	Inspect and test all laundry equipment.	-----	-----
4.	Complete 3M on all equipment.	-----	-----
5.	Prepare work orders for defective equipment.	-----	-----
6.	Inventory all laundry supplies.	-----	-----
7.	Clean laundry equipment and room.	-----	-----
8.	Prepare requisitions for shortages.	-----	-----
9.	Prepare all laundry facilities for turnover to cadre crew.	-----	-----

NOTE: NEXCOM Fleet Assistance Team will provide guidance and assistance as necessary.

MTF DEACTIVATION CHECKLIST
SUPPLY DEPARTMENT

SECTION III- SHIP'S STORE:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Establish closing date for Ship's Store.	-----	-----
2.	Notify ship's crew one week in advance of closing date.	-----	-----
3.	Close Ship's Store.	-----	-----
4.	Post all expenditures and receipts.	-----	-----
5.	Inventory Ship's Store stock.	-----	-----
6.	Conduct audit of funds and records.	-----	-----
7.	Report excess items to NFAF East/West Field Office and NEXCOM for disposition instructions.	-----	-----
8.	Close accounting records and render returns.	-----	-----
9.	NEXCOM audit returns prior to submission to DFAS.	-----	-----
10.	Clean, stow and secure all equipment and remaining Ship's Store items.	-----	-----
11.	Transfer custody of Ship's Store space and any remaining material to cadre crew.	-----	-----

NOTE: NEXCOM Fleet Assistance Team will provide guidance and assistance as necessary.

MTF DEACTIVATION CHECKLIST
SUPPLY DEPARTMENT

SECTION IV - DISBURSING:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Establish closing date for ship's Disbursing Office.	-----	-----
2.	Set final payroll date.	-----	-----
3.	Set date for final collection of public funds.	-----	-----
4.	Complete payment of public vouchers.	-----	-----
5.	Audit records and funds.	-----	-----
6.	Inventory blank U. S. Treasury checks, stamps and money orders.	-----	-----
7.	Deposit all cash/negotiable assets for credit to Disbursing Office Symbol.	-----	-----
8.	Close financial records.	-----	-----
9.	Prepare and submit final financial reports and returns to DFAS.	-----	-----
10.	Close Disbursing Office.	-----	-----

NOTE: DFAS Fleet Assistance Team will provide guidance and advice as required.

MTF DEACTIVATION CHECKLIST
SUPPLY DEPARTMENT

SECTION V - BARBER AND BEAUTY SHOP:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Close Barber and Beauty Shops.	-----	-----
2.	Inventory barber and beauty supplies and equipment.	-----	-----
3.	Requisition material shortages and missing equipment.	-----	-----
4.	Perform 3-M on all equipment.	-----	-----
5.	Clean and test all equipment for proper working order.	-----	-----
6.	Clean and turnover space to cadre crew.	-----	-----

NOTE: NEXCOM Fleet Assistance Team will provide guidance and assistance as necessary.

MTF DEACTIVATION CHECKLIST

SUPPLY DEPARTMENT

SECTION VI - BERTHING AND HABITABILITY SPACES

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Monitor departure of personnel and relieve/assign duties to senior members in each berthing area.	-----	-----
2.	Account for quarter's material (i.e., mattress, linen, lamps, etc.) as members depart.	-----	-----
3.	Consolidate berthing spaces as crew departs and clean and secure sleeping, shower and sanitary facilities with remaining quartered personnel.	-----	-----
4.	Coordinate cleaning and close-out of common facilities (i.e., gym, library and lounge areas) by remaining quartered personnel.	-----	-----
5.	Develop list of MTF habitability items and furnishings requiring replacement and coordinate with the NFAF East/West Field Office. Note: this should be accomplished prior to the expiration date of the mission so that rehab costs can be charged to the mission project code vice MTF & MSC OPTAR.	-----	-----

MTF DEACTIVATION CHECKLIST

SUPPLY DEPARTMENT

SECTION VII - MISCELLANEOUS

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	FOS Supply Officer and ROS Cadre Supply Officer conduct a joint inspection of all department material and records.	-----	-----
2.	Furnish inspection report and relieving letter to ROS OIC, MTF CO and the NFAF East/West Field Activity Logistics Officer.	-----	-----
3.	Clean spaces and turn over all supply functions and spaces to cadre crew Supply Officer.	-----	-----

MTF DEACTIVATION CHECKLIST

MEDICAL SERVICE

SECTION I - MEDICAL/DENTAL DEPARTMENTS:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Cease patient care and close out patient records and ward/department notes.	-----	-----
2.	Perform operational checks of all equipment.	-----	-----
3.	Notify medical repair of equipment maintenance problems and schedule any deferred PMS services.	-----	-----
4.	Clean, prepare and configure equipment for ROS storage.	-----	-----
5.	Reconstitute equipment consumable and spares for appropriate equipment.	-----	-----
6.	Inventory and turn in all narcotics and controlled substances to pharmacy.	-----	-----
7.	Close department's narcotics and controlled substances accountable records and obtain review/relief or initiate investigation of discrepancies.	-----	-----
8.	Inventory and inspect all work center AMAL supplies.	-----	-----
9.	Submit recommended changes to AMAL to Medical Supply.	-----	-----
10.	Identify excess material and report to the Medical Supply by NSN, quantity, condition code, manufacturer, lot number and expiration date. (Only complete units of issue and condition used to satisfy AMAL requirements.)	-----	-----
11.	Identify shortages and reorder through SAMS/MicroSNAP.	-----	-----
12.	Segregate excess material, including "other than condition code A material" and mark for pick up or turn-in as directed.	-----	-----
13.	Stow and protect material from deterioration in all spaces.	-----	-----
14.	Transfer custody of spaces, supplies and equipment to cadre crew and turn in keys.	-----	-----

MTF DEACTIVATION CHECKLIST

MEDICAL SERVICE

SECTION II - PHARMACY:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Cease dispensing operations and close out dispensing records.	-----	-----
2.	Receive narcotics and controlled substances from all areas.	-----	-----
3.	Assist medical departments in the turn-in and closing of narcotics and controlled substance records.	-----	-----
4.	Perform operational checks of all equipment.	-----	-----
5.	Notify medical repair of equipment maintenance problems and schedule any deferred PMS services.	-----	-----
6.	Clean, prepare and configure equipment for ROS storage.	-----	-----
7.	Reconstitute equipment consumables and spares.	-----	-----
8.	Inventory and inspect all AMAL supplies.	-----	-----
9.	Submit recommended changes to AMAL to Medical Supply.	-----	-----
10.	Identify excess material and report to the Medical Supply by NSN, quantity, condition code, manufacturer, lot number, and expiration date. (Only complete units of issue and condition code "A" material may be used to satisfy AMAL requirements.)	-----	-----
11.	Identify shortages and reorder through SAMS/MicroSNAP or Prime Vendor.	-----	-----
12.	Segregate excess material, including "other than condition code 'A' material" and mark for pick-up or turn-in as directed.	-----	-----
13.	Stow and protect material from deterioration in all spaces.	-----	-----
14.	Assist cadre crew in the transfer of narcotics and controlled substances to primary sourcing medical center and in the preparation of pre-prepared custody transfer documents for the next activation.	-----	-----
15.	Transfer custody of spaces, supplies and equipment to cadre crew and turn in keys.	-----	-----

MTF DEACTIVATION CHECKLIST

MEDICAL SERVICE

SECTION III - BLOOD BANK:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Make arrangements to store transfusion records.	-----	-----
2.	Notify BUMED/Navy Blood Program of all transfusions.	-----	-----
3.	Make arrangements for BUMED to notify central cryovial storage sites if frozen blood was transfused.	-----	-----

SECTION IV - MEDICAL SUPPLY:

1.	Assist all medical departments in the inventory, inspection and classification of material.	-----	-----
2.	Assist pharmacy and medical departments in the turn-in and closing of narcotics and controlled substances records.	-----	-----
3.	Receive reports of excess and shortages from all departments.	-----	-----
4.	Apply excesses from departments to shortages within supply area and issue or redistribute material to fill reported shortage in departments.	-----	-----
5.	Report excesses to NAVMEDLOGCOM for disposition instructions.	-----	-----
6.	Tech review requisitions for AMAL shortages.	-----	-----
7.	Consolidate recommended changes to AMAL submitted by departments and identify additional storeroom or resupply requirements to NAVMEDLOGCOM for review and approval.	-----	-----
8.	Inspect spaces when available for transfer with cadre crew to validate required medical supply data.	-----	-----
9.	Clean, reconfigure and protect material from deterioration in all spaces.	-----	-----
10.	Transfer custody of spaces, supplies and equipment to cadre crew and turn-in keys.	-----	-----

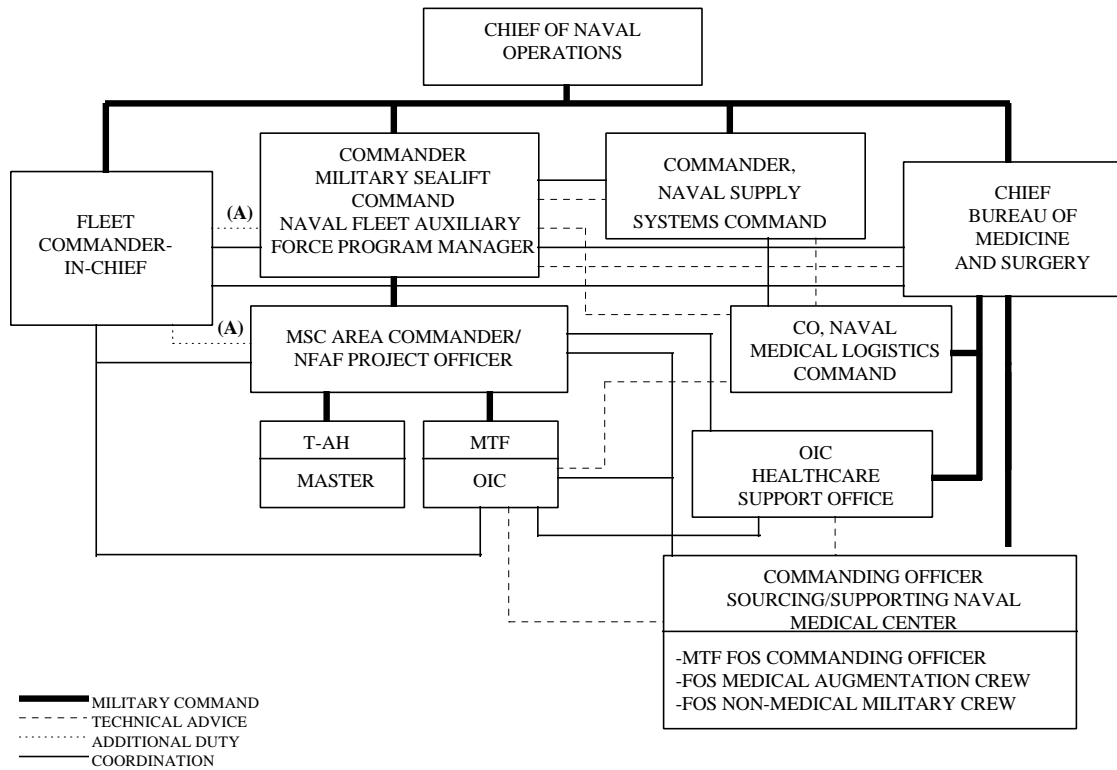
MTF DEACTIVATION CHECKLIST

MEDICAL SERVICE

SECTION V- MEDICAL REPAIR:

	<u>Action</u>	<u>Initials</u>	<u>Date</u>
1.	Assist all departments with operational checks of all equipment.	-----	-----
2.	Repair equipment and perform deferred PMS services.	-----	-----
3.	Document and report required repairs or PMS services not completed to cadre crew.	-----	-----
4.	Assist all departments in the preparation of equipment for ROS storage.	-----	-----
5.	Inventory medical repair parts and shop supplies. Identify excesses and reorder required items from the Supply Department.	-----	-----
6.	Recommended changes to the AMAL or medical repair parts authorized levels to the Supply Department.	-----	-----
7.	Clean, reconfigure and protect material from deterioration in all spaces.	-----	-----
8.	Complete and update all 3-M maintenance records.	-----	-----
9.	Transfer custody of spaces, supplies and equipment to cadre crew and turn in keys.	-----	-----

COMMAND RELATIONSHIPS-ROS AND TRANSITION TO FOS



MEMORANDUM OF AGREEMENT

BETWEEN

COMMANDER, MILITARY SEALIFT COMMAND

AND THE

CHIEF, BUREAU OF MEDICINE AND SURGERY

1. PURPOSE. The purpose of this Memorandum of Agreement (MOA) is to formalize command relationships, and define areas of command and technical responsibility of the signatories in the layberthing and operation of the Hospital Ships, USNS MERCY (T-AH 19) and USNS COMFORT (T-AH 20). This Memorandum of Agreement describes and implements relationships necessary to satisfy the responsibilities and requirements of each command within the framework of OPNAVINST 5440.75 Series, "Administration, Operation, and Logistic Support of T-AH 19 MERCY Class Hospital Ships". While it is intended that this Memorandum of Agreement be all-inclusive, it is recognized that circumstances not covered herein may arise. Should this occur, all parties shall make every effort to accommodate the situation. In cases where this is not possible, details shall be provided via the chain of command for resolution or approval. As appropriate and approved by signatories to this agreement, the MOA may be modified to reflect situational changes or changes in responsibility.

2. PARTIES TO THE AGREEMENT.

- A. Commander, Military Sealift Command
- B. Chief, Bureau of Medicine and Surgery

3. BACKGROUND.

A. The Hospital Ship Program consists of two ships, USNS MERCY (T-AH 19) and USNS COMFORT (T-AH 20), each with twelve operating rooms and a 1,000-bed afloat Medical Treatment Facility (MTF). The primary mission of the T-AH 19 class ship is to provide mobile, flexible, rapidly responsive afloat medical capability for acute medical and surgical care in support of amphibious task forces and forward deployed U. S. Marine Corps, Army, Navy, and Air Force elements. The secondary mission is one of disaster/humanitarian assistance. The two ships will be layberthed, one on the West Coast, the other on the East Coast, in a reduced operating status (ROS), pending their use in contingency or other emergent situations. The ships will have one or more short duration underway periods annually for purposes of engineering sea trials and crew, which may include MTF FOS personnel, indoctrination and training. In general, the responsibilities assigned during ROS remain applicable when the ships are in full operational status (FOS). However, certain additional operational functions and command relationships are activated in concert with full operation of the ship(s) and are addressed by this MOA. The world situation, political interests or other conditions may dictate operational scenarios not included in this MOA and may require modification of this document to reflect and accommodate the changed environment or a significantly revised concept of operation.

B. MSC is the Type Commander for the T-AH 19 class ships and the MTF during ROS and in FOS. Operational control will rest with MSC during ROS. In FOS, the Naval Component Commander exercises combatant command (COCOM) of assigned T-AH 19 Class Hospital Ships as directed by respective Unified Commanders. Operational control (OPCON) and tactical control (TACON) is exercised at appropriate levels in the FLTCINC chain of command in FOS. During ROS

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and in FOS, BUMED will provide professional and technical guidance on level of patient care, medical/dental equipment and material and equipment/facility design of the MTF and credentialing of health care providers.

4. GENERAL GUIDELINES/TERMS OF REFERENCE.

A. Reduced Operating Status (ROS). The Hospital Ships will normally be maintained in ROS at a layberth arranged by MSC. Each ship, including its embarked MTF, will be maintained in an ROS-5 status. That is, the ship shall be able to transition to FOS with the MTF activated and ready to perform its primary mission within a 5-day period.

B. Full Operating Status (FOS). The ship will be considered at FOS when the ship and required MTF systems are operational and all mission related personnel, supplies, and equipment are onboard. The ship may be required to operate in FOS with no, partial or full, activation of the MTF for the following:

(1) Primary Mission -- To support Army, Air Force, Marine Corps, and Navy forward deployed forces, including fleet or amphibious task force operations (full or partial MTF activation).

(2) Secondary Mission -- To support disaster or humanitarian relief, and noncombatant evacuation operations (full or partial MTF activation).

(3) Sea Trials -- Conducted annually (MTF may be partially activated to support MTF equipment and systems tests, or in support of FOS training mission).

(4) Dock Trials -- Conducted quarterly (MTF may be partially activated to support MTF equipment and systems tests, or in support of FOS training mission).

(5) Transits -- To a repair facility or another layberth (MTF may be partially activated to support MTF equipment and systems tests).

(6) Sorties -- Emergency operations to avoid hazardous weather, such as hurricanes or typhoons (MTF not activated).

C. Repair Availability (RAV). The ships will periodically be taken out of regular ROS for various periods of time for work at a marine repair facility.

D. Medical Treatment Facility (MTF). The MTF includes those spaces, medical/dental equipment, certain non-medical support equipment, medical and non-medical personnel and supplies necessary to provide required patient care and support. Personnel assigned will vary according to the operating status and specific mission requirements. Military medical personnel to man the MTF are permanently assigned to the Commanding Officers of supporting Navy medical shore activities, but are designated as hospital ship activation crew under the Medical Personnel Augmentation System (MPAS). The FOS MTF manning level is established by BUMED based upon operational requirements as specified by the respective Fleet Commander-in-Chief (FLTCINC) and MSC. Many of the non-medical military support personnel are permanently assigned to hospital ship augmentation billets at medical activities under the cognizance of the respective Responsible Line Commander(s) (RLC) for each ship. Activation assignments are directed by BUMED based upon requirements from MSC and the respective FLTCINC. BUMED will coordinate with the FLTCINC's to provide additional non-medical military support personnel to meet shortfalls in manning or necessary skill requirements in supporting the MTF.

E. MTF Cadre. Approximately 40 military personnel will be assigned to the MTF Cadre under

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the Officer-in-Charge (OIC) of the MTF during ROS. These personnel will not normally reside onboard during ROS. If either the sponsor or MSC desires the MTF cadre to reside onboard, conformance to all applicable regulations (e.g. US Coast Guard, etc.) governing this action will be required.

F. Officer in Charge (OIC) of the MTF. During ROS, the OIC is responsible to the MSC Area Commander for all matters pertaining to the operation and maintenance of the MTF, its equipment and supplies, as well as for administrative support of MTF cadre personnel. During ROS the OIC is responsible for maintaining liaison with the assigned FOS Commanding Officer (CO) of the MTF. During full or partial activation of the MTF, the OIC will become the Executive Officer (XO) and will report to the CO of the MTF.

G. Commanding Officer (CO) of the MTF. Upon full or partial activation of the MTF, a Commanding Officer will report to the MTF and assume command responsibility for the operation and maintenance of the MTF. The CO, a senior medical department officer assigned on an additional duty (ADDU) basis, is responsible to the MSC Area Commander for all matters pertaining to medical/dental care or MTF maintenance procedures, as established by BUMED, and shall function within the established MSC chain of command. The CO of the MTF exercises command authority over all military personnel assigned to the MTF and as such will have screened for command in accordance with formal screening procedures. Additionally, the CO should attend PCO School or its equivalent prior to reporting to primary duty. The MTF CO is responsible for granting clinical privileges for all assigned health care providers.

H. Master. The ship's Master is the civilian officer commanding the ship and is charged with ultimate command authority, under federal and international admiralty law. The Master is licensed by the US Coast Guard and is ultimately responsible for all matters relating to the safe operation and navigation of the ship including the safety of the crew, all embarked personnel, cargo, and ship's operating equipment. The Master is also ultimately responsible for all damage, accidents, and incidents occurring onboard his ship. In executing these duties, the Master will coordinate with the MTF CO/OIC. The responsibility, however, for any occurrence resulting from such action is the Master's own.

I. Senior Civilian Officer-in-Charge (SCOIC). The SCOIC of the ship is the senior licensed deck officer assigned to the ship during ROS and during transition to FOS until relieved by the Master. The SCOIC is responsible to the MSC Area Commander for all matters relating to shipboard operations during ROS and in transition to FOS until the Master reports onboard. The Master or SCOIC exercises ultimate command authority onboard the ship giving due consideration to the recommendations of the CO/OIC of the MTF, and is responsible for the safe operation and navigation of the ship and the safety of all embarked personnel.

J. Transition. Transition is the 5-day period required for the ship and the MTF to become fully operational.

K. MTF Personnel Billet Support. MSC will exercise naval command and administrative control of the MTF Cadre crew at all times. Administrative control (ADCON) of FOS activation crew personnel will be maintained by BUMED, in coordination with the respective FLTCINCs, during ROS. ADCON will shift to MSC upon completion of transition to FOS. The FLTCINC's are the major claimants for the MTF Cadre crews. FOS activation crew personnel will be provided from BUMED and CINCPACFLT/CINCLANTFLT claimancy.

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L. Medical Support Officer (MSO). BUMED will provide, on an additional duty (ADDU) basis, one medical support officer (MSO) to MSC headquarters. BUMED will coordinate with CINCPACFLT, CINCLANTFLT and the supporting MTF's to provide one medical support officer (MSO), each on an ADDU basis to MSC, Pacific (COMSCPAC) and MSC, Atlantic (COMSCLANT). All MSO's will be assigned to ADDU billets via written orders. Additional support and/or technical representation may be provided as agreed upon by MSC and BUMED. Assigned MSO's shall be responsible to MSC for providing professional and technical guidance, and function within the MSC chain of command as a liaison between the CO/OIC and BUMED. Upon BUMED concurrence, the MSO's may perform other T-AH medical support services as directed by MSC or the Area Commander, and may be organizationally placed as desired by MSC or the Area Commander.

M. Contract Operation. A Contracting Officer's Technical Representative (COTR) will be identified, by MSC, for each ship who will ensure that contractor performance meets the requirements of the contract.

N. Operational Control (OPCON).

(1) ROS. During ROS periods, operational control of the T-AH will be maintained by MSC, who may delegate that control to an MSC Area Commander. In all cases, the ship(s) will be operated in accordance with operational schedules developed or approved by MSC. Implementing procedures, directives, etc., shall be developed by the applicable parties and promulgated in sufficient time to ensure compliance with operational schedules.

(2) FOS. Operational control transfers from MSC to the appropriate FLTCINC when the T-AH becomes fully operational.

O. Training. The MTF CO will provide the Area Commander an FOS Activation Crew Training Plan and documentation of training accomplished on a quarterly basis. To facilitate T-AH platform scheduling, underway training requirements must be submitted 45 days in advance, while pierside training must be scheduled 21 days in advance. Training requirements will include the proposed dates, personnel data for medical and non-medical FOS crew members, and any services required to support mission related training evolutions.

5. COMMAND RESPONSIBILITIES.

A. General. The parties to this MOA, at the direction of the hospital ship/MTF resource sponsors (OPNAV N4/NO93), retain certain responsibilities with regard to the operation, maintenance and upkeep of the T-AH 19 class ships. Many of these responsibilities exist whether the ship is in ROS, with only the MTF Cadre crew onboard, or in FOS with the MTF partially or fully activated. Guidance regarding the responsibilities of each command under the different operating scenarios and during transition are provided in OPNAVINST 5440.75 Series and are further amplified in the following paragraphs.

B. Chief Bureau of Medicine and Surgery (BUMED). BUMED will be responsible for:

(1) Establishing quality assurance standards of medical care and exercising technical guidance and direction of the MTF. Technical guidance in this case consists of specialized support and professional oversight in medical matters.

(2) Establishing technical standards and/or documentation as follows:

(a) Standard operating procedures (SOP), and standard organizational and regulations manual (SORM) for the MTF.

(b) Medical/dental equipment maintenance, repair procedures and technical support for MTF systems and equipment.

(c) Medical and non-medical training requirements of the MTF crew. Training requirements that relate to shipboard safety, flight deck operations, and seamanship will be coordinated with MSC.

(d) Habitability and sanitation standards for MTF patient care spaces.

(e) Medical quality assurance procedures.

(f) Spare parts allowance lists for medical equipment.

(g) Hazardous medical materials identification.

(h) Medical waste disposal.

(i) Providing medical administration and operational inspection services on a periodic basis as requested by COMSC.

(3) Directing the Commanding Officers of supporting medical commands to provide MTF CO with necessary credentials for all assigned health care providers, including but not limited to:

(a) Parent command

(b) Name of provider

(c) Social Security number

(d) School, date, and type of degree (M.D., etc.)

(e) State "Fully Credentialed" or note limitations

(f) State whether or not Advanced Trauma Life Support (ATLS), Advanced Cardiac Life Support (ACLS), or Basic Life Support (BLS) certified. If certified, state expiration date of each certificate.

(4) Developing and updating the authorized medical allowance lists (AMAL's) and authorized dental allowance lists (ADAL's), including procedures for submitting allowance change requests (ACR's) and MTF generated alterations (TRANSALT's) for required modifications.

(5) Coordinating patient regulating and decedent affairs for the T-AH 19 class ships.

(6) Developing the manning level and mix of medical and non-medical personnel required to staff the MTF for primary or secondary missions.

(7) Providing medical specialty support to MSC in developing command inspection programs for the MTF to include augmentation to MSC inspection teams as requested.

(8) Developing T-AH 19 Class Ship MTF Training Plan in coordination with MSC.

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(9) During ROS, BUMED is responsible for:

(a) Coordinating with Commanding Officers of supporting medical commands for all matters relating to training and readiness of FOS activation crew personnel, to include:

(1) Determining eligibility for sea duty.

(2) Providing professional, technical, and shipboard related training in accordance with T-AH 19 Class Ship MTF Training Plan.

(3) Ensuring qualifications to perform assigned tasks in the MTF.

(b) Providing the ship's Master/SCOIC monthly with updated MTF manning information so ship's FOS bills may be kept current during ROS.

(10) During transition, BUMED will assist the supporting medical commands as necessary for:

(a) Ordering FOS activation crew personnel to report to the MTF.

(b) Providing travel orders and arranging transportation to designated sea port of embarkation (SPOE).

(c) Maintaining liaison with the CO/OIC of the MTF to schedule the arrival of personnel assigned to the MTF Supply Department to ensure timely activation of division facilities.

(d) Providing special medical logistic support (i.e., blood, controlled substances, short shelf-life material management).

(11) BUMED will be responsible for developing contingency plans with the Naval Reserve, other uniformed services, or civilian volunteers for meeting shortfalls in medical/dental health care providers to support MTF activation.

C. Commander, Military Sealift Command (COMSC) or Cognizant Area Commander (COMSCPAC/COMSCLANT). COMSC/COMSCPAC/COMSCLANT will be responsible for:

(1) All Type Commander responsibilities for the T-AH 19 class ships.

(2) Execution of contracts for operation, maintenance, modifications, and layberthing of the T-AH 19 class ships.

(3) Providing lifeboat and liferaft training, firefighting, and damage control training to MTF personnel as required. Training and per diem for trainees will be paid by the user.

(4) Providing regular fitness reports (FITREP's) for the ROS MTF OIC. Additionally, COMSC will be responsible for providing concurrent FITREP's for the FOS MTF CO while the ship is in ROS and regular FITREP's while the ship is in FOS.

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D. Ship's Master/SCOIC. The Master/SCOIC will be responsible for:

- (1) Executing ship movements as directed by the operational commanders.
- (2) Ensuring safe navigation of the ship and the safety of all embarked personnel in accordance with applicable Navy, US Coast Guard (USCG), American Bureau of Shipping (ABS), and MSC regulations and policies.
- (3) Ensuring operation, maintenance, and repair of all navigation, electronics, deck, main propulsion, auxiliary plant equipment, elevators, and safety equipment (lifeboats, liferafts, davits, etc.), and individual laundry and aft galley equipment (heating, ventilation, and air conditioning (HVAC), sewage, potable water, electricity, refrigeration (except blood bank), etc.)
- (4) Ensuring the preservation, upkeep, and cleanliness of all spaces not otherwise designated as part of the MTF as shown in the Performance Work Statement (PWS). The MTF and some shared spaces will be assigned to the MTF CO/OIC.
- (5) Providing external and internal security of the ship when the MTF is not fully activated. When the MTF is fully activated the MTF CO is responsible for internal security of assigned MTF spaces, under the direction of the Master.
- (6) Establishing guidelines for shipboard visitors.
- (7) Providing the number of certified lifeboat personnel required by the US Coast Guard.
- (8) Developing, in coordination with the MTF CO/OIC, emergency station bills for fire fighting, damage control, abandon ship and other emergency evolutions.
- (9) Conducting drills and training to ensure proficiency in the use of emergency equipment including lifeboats/liferafts.
- (10) Maintaining shipboard fuels and potable water in accordance with standard requirements prescribed by higher authority.
- (11) Manning of key stations such as ship control, safety observer, and fuel transfer control during all evolutions.
- (12) Ensuring safe storage and accountability of all government furnished equipment aboard ship, not contained in the MTF spaces, including small arms and ammunition.
- (13) Maintaining repair parts for ship related systems. General use consumables will be drawn from the MTF.
- (14) Operating the commercial radio facility.
- (15) Providing personnel administration, payroll, and disbursing services for the CIVMAR's.
- (16) Ensuring adherence, in coordination with MTF CO/OIC, to applicable directives and regulations of the Navy, USCG, and US Public Health Service with regard to preventative medicine to include environmental health, food handling, potable water, sewage, pest control, disposal of hazardous wastes generated by the ship, occupational safety, and industrial hygiene.
- (17) Enforcement of all laws of the United States, countries and waters visited, and

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applicable regulations of the USCG and MSC instructions.

(18) Adherence to all portions of the Geneva Convention applicable to hospital ships, except as may be specifically directed by higher authority.

(19) Ordering abandon ship.

(20) Exercising ultimate command authority with due regard to recommendations provided by the MTF CO/OIC.

(21) During ROS, the Master/SCOIC is also responsible for:

(a) Supplying all material required for the normal operation of the ship, including provisions to support ship's aft galley, fuel, and ship repair parts, excluding general use consumables.

(b) Ensuring that sufficient stocks of supplies and repair parts for ship operation (excluding those maintained by the MTF such as general use consumables and supplies for food service in the main galley, laundry, and those related to the mission of the MTF) are onboard to facilitate transition to FOS.

(c) Providing messing and hotel services for the MSC crew, MTF cadre crew, and government guests during ROS.

(d) Ensuring that the ship is capable of transition to FOS within five days at all times, except when directed by higher authority.

(e) Maintaining the flight deck and helicopter fuel system.

(f) Maintaining damage control bill to best utilize available manpower.

(22) During transition, the Master/SCOIC is also responsible for:

(a) Making the ship ready for sea within three days.

(b) Supervising activation loadout.

E. Commanding Officer/Officer-in-Charge MTF. The CO/OIC is responsible, under the Master/ SCOIC, for:

(1) Operating the MTF in accordance with existing MSC and BUMED policies and directives.

(2) Requisitioning, receipt, custody, inventory control, and security for all medical supplies, medical-related equipment, and related repair parts.

(3) Conducting maintenance and repair of all medical and non-medical equipment assigned to the MTF.

(4) Cleaning of MTF spaces and MTF equipment.

(5) Cleaning of shared spaces as designated by the Master/SCOIC.

(6) Advising the Master/SCOIC in a timely manner of evolutions or training which may

place unusual demands on support systems or hotel services.

(7) Exercising authority under the Uniform Code of Military Justice (UCMJ) for all assigned military personnel.

(8) Providing all supply support for the MTF and general use consumable supply support for the entire ship.

(9) Operating the MTF communications facility.

(10) Providing internal security of the MTF assigned spaces when activated.

(11) Providing qualified personnel to the Master/SCOIC for shipboard physical security programs such as fire and brow watches as required.

(12) Providing qualified personnel for manning of lifeboats and liferafts as required by the Master/SCOIC.

(13) Providing qualified personnel for emergency stations in accordance with the Watch, Quarter, and Station Bill.

(14) Ensuring the participation of all military personnel in shipboard emergency drills.

(15) Assisting in the maintenance and preservation of any small arms assigned for ship security.

(16) Ensuring the turnover of any small arms removed from incoming wounded to the ship's Master for safe storage.

(17) Providing safe storage and accountability of any ship's allowance small arms sub-custodied to MTF Master-at-Arms (MAA) personnel.

(18) Performing medical monitoring and inspection services for specified ship spaces and distribution systems (e.g. potable water, sanitation, habitability, laundry, incineration, hazardous materials and waste, food handling, pest control, environmental health, and other occupational health hazards), ensuring compliance with Navy Occupational Safety and Health (NAVOSH) standards as applicable.

(19) During ROS the OIC of the MTF will also be responsible, under the Master/ SCOIC, for:

(a) Ensuring that preloaded (or prestaged) MTF stocks are rotated and maintained onboard to facilitate transition to FOS. This will include medical/dental provisions, laundry, ship's store, subsistence, and general use consumables for the entire ship.

(b) Maintaining pre-prepared requisitions for short shelf-life medical/dental items, perishable provisions, ship's store, and general use consumables for submission to supply points immediately upon notice of activation.

(c) Ensuring that one first aid qualified Hospital Corpsman is assigned to each manned repair locker.

(d) Providing medical treatment, within the capabilities of assigned medical personnel, to the civilian and military cadre crew. A physician may or may not be assigned to the MTF during

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ROS. The ROS MTF will maintain a medical treatment box of supplies to accomplish this health care tasking so as to avoid breaking out items from the FOS AMAL inventory stored onboard, except for emergency, or on a one-for-one replacement basis in support of stock rotation.

(e) Providing roving patrols for MTF unmanned spaces according to USCG requirements during any occupancy of the MTF after 2200 hours.

(f) Provide personnel to maintain the communications suite and flight deck facility in ROS under the direction of the Master/SCOIC.

(20) During transition, the OIC/CO of the MTF is also responsible, under the Master/SCOIC, for:

(a) Transition of the MTF to FOS within 5 days.

(b) Coordination/liaison with BUMED to ensure timely arrival of personnel.

(c) Accomplishing the activation loadout.

(21) In FOS, the CO of the MTF will also be responsible, under the Master, for:

(a) Providing food service for all embarked personnel commencing with activation of main galley (48 hours after activation begins).

(b) Providing laundry service for all embarked personnel.

(c) Providing personnel to operate and maintain the secure communications suite, if installed.

(d) Providing personnel administration and disbursing services for all military personnel, including patients.

(e) Operating the ship's store, barber shop, and vending services.

(f) Operating the ship's post office and library.

(g) Providing personnel for emergency refueling of helicopters. The decision to refuel will be made by the Master on recommendation by the flight officer.

(h) Provide personnel for flight deck crash and salvage party.

(i) Provide personnel for control stations.

(j) Providing at least two qualified rescue swimmers during boat recovery operations.

(k) Provide personnel for decontamination stations.

(l) Providing one first aid qualified Hospital Corpsman to each repair locker.

(m) Providing CBR Decontamination (DECON) monitoring teams for all repair lockers.

(n) Providing maintenance inspectors for the MTF designated shipboard areas for assignment to repair lockers.

(o) Assisting ship's operating crew during underway replenishment (UNREP) evolutions, including highline and vertical replenishment (VERTREP), as required.

(p) Providing supply support including medical supplies, general use consumables, laundry services, ship's store material, and subsistence items for the entire ship, and repair parts support for all medical equipment.

(q) Providing required medical and dental care including routine sick call to the civilian crew.

(r) Ensure that MTF personnel are assigned Chemical, Biological and Radiological (CBR) monitoring duties.

6. INFORMATION SYSTEM (IS) SUPPORT. The responsibilities for providing training and support for IS hardware and software are:

A. MSC Shipboard Management Information System (SMIS) software which may be applicable to the MTF will be provided on an as-is basis to the MTF at no cost. Any MSC SMIS hardware or training necessary will be provided by MSC through the Area Commanders on a cost reimbursable basis between MSC and BUMED.

B. BUMED is responsible for MTF IS support, including software and training. BUMED will coordinate with MTF resource sponsor (OP N093) for hardware procurement and support.

C. MSC and BUMED will coordinate IS support when systems applicable to both ship and MTF are concerned.

7. MODIFICATION, ALTERATION, AND REPAIR.

A. MTF alterations, modifications and repairs.

(1) MTF alterations, modifications, or repair requests may be submitted via BUMED to COMSC with a copy to the appropriate MSC Area Commander. Work items will be developed by MSC and staffed through MSC and BUMED chains of command. Staffing will include cognizant FLTCINC inputs. CNO WASHINGTON DC 272150Z APR 89 AND COMSCINST 4700.2 series also provide guidance pertaining to modification, alteration, and repair.

(2) BUMED will evaluate alterations for technical feasibility and approval, coordinating with MTF resource sponsor (CNO N93) to secure funding.

(3) BUMED, under the direction of MTF resource sponsor (CNO N93), will be responsible for maintaining MTF configuration control.

B. T-AH platform alterations, modifications, and repairs.

(1) T-AH platform alterations, modifications, or repairs may be submitted via MSC Area Commander to COMSC for staffing, to include FLTCINC inputs. Information copies of work packages developed by MSC will be forwarded to BUMED and MTF resource sponsor (CNO N93) if the work package has an impact on the MTF. MSC is responsible for coordinating with ship resource sponsor (CNO N4) to secure funding.

(2) MSC under the direction of ship resource sponsor (CNO N4) will maintain T-AH

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platform configuration control.

C. Upon final approval and confirmation of funding, MSC, in compliance with governing regulations and directives, will execute contracts to accomplish work packages.

D. Responsibilities will be as follows:

(1) MSC will schedule T-AH 19 class ships for overhaul, repairs, and regulatory inspections. Periods between drydocking will be in accordance with USCG/ABS regulations for passenger vessels in ocean service not on international voyages.

(2) Alterations, modifications, and repairs to the ship will be accomplished by MSC during regularly scheduled overhaul periods or while layberthed in ROS status.

(3) Work packages will be submitted in accordance with the following schedule (from date work is to commence):

(a) Minus 225 days: Letter or message from BUMED to MSC expressing intent to have MSC accomplish work (alterations, modifications, etc.) and required design effort. The letter shall describe the nature of the work, include a list of equipment to be provided by BUMED, delineate dates of delivery of each item to MSC, provide notice of an advance of funds to be used for procuring material by MSC, and address the availability of the ship.

(b) Minus 150 days: Reply from MSC accepting or rejecting for cause, the task and providing qualified cost estimate by line item, including comment on the adequacy of the advance funding, and stating the date by which resource sponsor changes or comments must be received.

(c) Minus 125 days: Last day for submission of items not requiring design effort.

(d) Minus 100 days: Last day for submission of major changes or tasks.

(e) Minus 70 days: Last day to confirm procurement of BUMED furnished equipment. Last date for fund transfer to MSC for alterations, modifications, and repair request work packages.

(f) Minus 40 days: Last day for BUMED furnished equipment to arrive at ship.

E. MSC will determine whether BUMED authorized equipment meets ABS and USCG standards, except where specifically waived by the appropriate agency.

F. Naval Sea Systems Command may function as the agent for BUMED in preparation of work packages and qualification of medical/dental equipment for shipboard use.

G. Urgent requirements that cannot meet these established time frames will be handled on a case by case basis consistent with the nature of the alteration, modification, or repair request and existing operational tempo.

8. BUDGETING AND FUNDING.

A. MSC will be responsible for budgeting and billing the annual costs necessary to support layberthing of the ship and short duration underway periods for emergency sorties and transits.

B. BUMED will provide inputs to MSC to support ongoing budget formulation, including

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estimated number of onboard training days per year and other information as requested by MSC.

C. Authorization and funding for alterations, modifications, and repairs to MTF facilities and equipment is the responsibility of the MTF resource sponsor (CNO N93). Funding for alterations, modifications, and repairs to the ship or ship's equipment, in support of military characteristics required for naval operations, is the responsibility of the ship's resource sponsor (OP N4). MSC will fund items required by law or regulation for reliability of sealift.

9. REVIEW AND CHANGES.

A. This Memorandum of Agreement becomes effective upon date signed by both COMSC and CHBUMED, and shall remain in effect for a period of six years.

B. Parties to this Memorandum of Agreement retain the right to negotiate changes to this document. Joint reviews of this Memorandum of Agreement will be conducted at a minimum of every three years.

C. Upon mutual agreement of both parties, this Memorandum of Agreement may be cancelled on thirty days notice.

By /s/ M. P. KALLERES
VADM, USN
Commander,
MILITARY SEALIFT COMMAND

Date: 29 April 1993

By /s/ D. F. HAGEN
VADM, MC, USN
Chief,
BUREAU OF MEDICINE AND SURGERY

Date: 3 May 1993

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RESPONSIBILITY MATRIX
OPERATIONS AND MAINTENANCE RESPONSIBILITIES OF THE SHIP'S MASTER/SCOIC AND THE
CO/OIC

ITEM/SYSTEM	ROS	TRANSITION	FOS
Food Service	OIC ¹ (SCOIC) ²	OIC/CO ¹ (Master) ²	CO ¹ (Master) ²
Laundry	OIC ¹ (SCOIC) ³	OIC/CO ¹ (Master) ³	CO ¹ (Master) ³
Ship Security	SCOIC	Master	Master (CO) ⁴
Postal	NONE ⁵	OIC/CO	CO
Navigation	SCOIC	Master	Master
Communications (Commercial)	SCOIC	Master	Master
Communications (Navy)	OIC ^{1,6} (SCOIC) ¹³	OIC/CO ^{1,6} (MASTER) ¹³	Master ^{6,13} (CO) ¹
O2N2 Plant	OIC	OIC/CO	CO
Flight Deck	SCOIC ^{7,13} (OIC) ^{7,8}	Master ^{7,13} (OIC/CO) ^{7,8}	Master ^{7,13} (CO) ^{7,8}
Elevators/Dumbwaiters	SCOIC	Master	Master
Lifeboats/Rafts/Davits	SCOIC	Master	Master
RAS/FAS	SCOIC	Master	Master (CO) ⁸
HVAC Systems	SCOIC	Master	Master
Electrical System	SCOIC	Master	Master
Water Systems	SCOIC	Master	Master
Sanitary System	SCOIC	Master	Master
Damage Control	SCOIC (OIC) ⁸	Master (OIC/CO) ⁸	Master (CO) ⁸
Fire fighting	SCOIC (OIC) ⁸	Master (OIC/CO) ⁸	Master (CO) ⁸
Medical Equipment	OIC	OIC/CO	CO
Micro-SNAP	OIC	OIC/CO	CO
Cargo Handling Equip	SCOIC	Master	Master
Patient Hoists	SCOIC (OIC) ⁸	Master (CO/OIC) ⁸	Master (CO) ⁸
Aviation Support Systems	SCOIC (OIC) ⁸	Master (OIC/CO) ⁸	Master (CO) ⁸
Medical Equipment Repair Parts	OIC	OIC/CO	CO
Medical Consumables	OIC	OIC/CO	CO
General Use Consumables	OIC	OIC/CO	CO
Preventive Medicine	SCOIC (OIC) ⁹	Master (OIC/CO) ⁹	Master (CO) ⁹
Emergency Medical Care	OIC	OIC/CO	CO
Disbursing	SCOIC ¹⁰	OIC/CO (Master) ¹⁰	CO (Master) ¹⁰
Ship(hull) ADP/Copiers	SCOIC (OIC) ⁸	Master (OIC/CO) ⁸	Master (CO) ⁸
MTF LAN/Information Systems	OIC	OIC/CO	CO
Fuels Maintenance	SCOIC (OIC) ⁸	Master (OIC/CO) ⁸	Master (OIC) ⁸
Refrigeration	SCOIC ¹¹ (OIC)	Master ¹¹ (OIC/CO)	Master ¹¹ (CO)
Patient Decon Spaces	SCOIC (OIC) ¹²	Master (OIC/CO) ¹²	Master (CO) ¹²
CBR Defense	SCOIC (OIC) ⁸	Master (OIC/CO) ⁸	Master (CO) ⁸

NOTES:

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1. Operates, maintains and repairs equipment in MTF spaces.
2. Operates and maintains small Aft Galley which supports MTF ROS crew and critical core augmentees until the main (forward) galley is activated and operational.
3. Maintains/repairs limited CIVMAR crew washers and dryers. No laundry service is provided to MTF ROS crew.
4. MTF CO responsible for security of MTF spaces, under the direction of the Master.
5. Ship's Post Office not in operations.
6. OIC holds CMS account during ROS; upon activation, account responsibility transfers to Master.
7. Master/SCOIC responsible for the physical condition of Flight Deck (coating). OIC/CO supplies personnel to maintain and man flight deck and operate equipment.
8. Supplies MTF personnel to supplement CIVMARs.
9. Supplies MTF personnel to perform medical monitoring and inspection services.
10. CIVMARs only.
11. Except for Blood Bank which is maintained by MTF CO/OIC.
12. Supplies MTF personnel to staff/operate, and to maintain associated AMAL.
13. Retains budgeting/funding responsibility for repair parts, tech assist, etc.

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MSC MANNING SCALE MSC FORM 5320/5	SHIP CODE: 1R	REMARKS
NAME OF SHIP: USNS MERCY ASSIGNED: COMSCPAC MISSION: HOSPITAL SHIP	T-AH 19 GT: 54367 DWT: 44578	FULL OR PARTIAL MTF EMBARKED - 62; MTF GALLEY OPERATIONAL. AFT GALLEY SECURED. UJE'S MUST HAVE ENDORSEMENT AS QMED "ANY RATING"; FOS W/40 CADRE - 36. ROS MANNING - 10: 1ST MATE, 3RD MATE, AB(M), 2-1ST A/E, UJE, CHIEF ELECTRICIAN, REEFER ENGINEER, STWD-UTIL., YNSK THIS ACTION DELETES 1-ORDINARY SEAMAN (D) AND ADDS 1-YEOMAN STOREKEEPER TO ROS MANNING ONLY.
PAY CLASS: A-4 (SEMI-AUTO) DATE: 971014	MANNING SCALE NUMBER: P11	REFERENCE: COMSC LTR SER N13/000924 DTD 12 MAY 1998.
REPLACES MS# P10	OF 97/10/14	

DECK DEPT (OFFICERS)		ENGINE DEPT (OFFICERS)		SUPPLY DEPT (OFFICERS)	
MASTER	101 1	CHIEF ENGINEER (D)	301 1	JUNIOR SUPPLY OFFICER	802 1
1ST OFFICR (W)	104 1	1ST ASST ENGINEER (D)	303 1		
2ND OFFICER (W)	106 1	2ND ASST ENGINEER (D)	305 1	SUPPLY DEPT (CPO)	
3RD OFFICER (W)	108 3	2ND ASST ENGINEER (W)	306 1		
RADIO OFFICER	130 1	3RD ASST ENGINEER (W)	308 2	STEWARD COOK	820 1
1ST ASST RADIO OFFICER	134 2			YEOMAN-STOREKEEPER	823 1
		ENGINE DEPT (CPO)			
DECK DEPT (CPO)		CHIEF ELECTRICIAN	321 1	SUPPLY DEPT (OTHER RATINGS)	
BOATSWAIN 15-20 GT	150 1	REFRIG ENGINEER (W)	324 1	UTILITYMAN	848 4
		PLUMBER-MACHINIST	327 2		
DECK DEPT (OTHER RATINGS)		UNLIC JR. ENGINEER (W)	331 3		
ABLE SEAMAN (W)	161 6	ELECTRONICS TECHNICIAN	335 1		
ABLE SEAMAN (M)	162 6	ENGINE DEPT (OTHER RATINGS)			
ORDINARY SEAMAN (W)	163 3	2ND ELECTRICIAN	351 1		
		ELECTRICIAN/MAINTENANCE	353 1		
		2ND REFRIG ENGR (W)	355 2		
		ENGINE UTILITYMAN (D)	357 5		
		WIPER	363 1		
		ENGINE UTILITYMAN (W)	365 6		
		PURSER DEPT (OFFICERS)			
		PURSER (FGTR)	702 1		
DECK DEPT TOTAL	25	ENGINE DEPT TOTAL	30	SUPPLY DEPT TOTAL	7
PURSER	1	MEDICAL DEPT TOTAL	0		
TOTAL OFFICERS	17	TOTAL CPO'S	11	TOTAL OTHER RATINGS	35
				TOTAL SHIPS CREW	63

END

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MSC MANNING SCALE
MSC FORM 5320/5 (9-92)

SHIP CODE: 1C

REMARKS

NAME OF SHIP: USNS COMFORT
ASSIGNED: COMSCLANT
MISSION: HOSPITAL SHIP

T-AH 20

GT: 54367
DWT: 44578

PAY CLASS: A-4 (SEMI-AUTO)
DATE: 970507

MANNING SCALE NUMBER: L9

REPLACES MS# L8 OF 96/11/08

FULL OR PARTIAL MTF EMBARKED - 63; MTF GALLEY OPERATIONAL.
AFT GALLEY SECURED. UJE'S MUST HAVE ENDORSEMENT AS QMED "ANY RATING"; FOS W/40 CADRE EMBARKED - 36.
ROS MANNING - 16: 1ST MATE, 3RD MATE, 2 AB(M), 3 OS, 2-1ST A/E, 3 UJE, ENG UTIL (W), STWD COOK, 2ND COOK, STWD UTIL..

THIS ACTION DELETES 1 STWD UTIL FROM ROS MANNING ONLY.

REFERENCE: COMSC LTR SER N13/001187 OF 9 MAY 1997.

DECK DEPT (OFFICERS)			ENGINE DEPT (OFFICERS)			SUPPLY DEPT (OFFICERS)		
MASTER	101	1	CHIEF ENGINEER (D)	301	1	JUNIOR SUPPLY OFFICER	802	1
1ST OFFICER (W)	104	1	1ST ASST ENGINEER (D)	303	1			
2ND OFFICER (W)	106	1	2ND ASST ENGINEER (D)	305	1	SUPPLY DEPT (CPO)		
3RD OFFICER (W)	108	3	2ND ASST ENGINEER (W)	306	1			
RADIO OFFICER	130	1	3RD ASST ENGINEER (W)	308	2	STEWARD COOK	820	1
1ST ASST RADIO OFFICER	134	2				YEOMAN-STOREKEEPER	823	1
			ENGINE DEPT (CPO)			SUPPLY DEPT (OTHER RATINGS)		
DECK DEPT (CPO)			ELECTRICIAN 10K GT+	322	1			
BOATSWAIN 15-20 GT	150	1	REFRIG ENGINEER (W)	324	3	UTILITYMAN	848	4
			PLUMBER-MACHINIST	327	1			
DECK DEPT (OTHER RATINGS)			UNLIC JR. ENGINEER (W)	331	3			
ABLE SEAMAN (W)	161	6	ELECTRONICS TECHNICIAN	335	1			
ABLE SEAMAN (M)	162	6						
ORDINARY SEAMAN (W)	163	3	ENGINE DEPT (OTHER RATINGS)					
			2ND ELECTRICIAN	351	1			
			ELECTRICIAN/MAINTENANCE	353	1			
			2ND REFRIG ENGR (W)	355	2			
			ENGINE UTILITYMAN (D)	357	5			
			WIPER	363	1			
			ENGINE UTILITYMAN (W)	365	6			
			PURSER DEPT (OFFICERS)					
			PURSER (FGTR)	702	1			

Ordinary Seaman may be utilized if AB(M) unavailable.

DECK DEPT TOTAL	25	ENGINE DEPT TOTAL	30	SUPPLY DEPT TOTAL	7
PURSER	1	MEDICAL DEPT TOTAL	0		
TOTAL OFFICERS	17	TOTAL CPO'S	12	TOTAL OTHER RATINGS	34
END				TOTAL SHIPS CREW	63

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MTF ACTIVITY MANPOWER DOCUMENT (AMD) SUMMARY

	ROS-5	CRITICAL CORE	250 BEDS/ 4 ORs*	500 BEDS/ 6 ORs	1000 BEDS/ 12 ORs
Line Officers	0	6	6	6	6
Medical Corps	0	10	40	54	66
Dental Corps	0	0	2	4	4
Med. Svc. Corps	3	11	17	20	20
JAG Corps	0	0	1	1	1
Nurse Corps	2	21	87	130	168
Supply Corps	1	5	5	5	5
Chaplain Corps	0	0	2	2	2
Non-Med Enlisted	25	131	238	242	244
Medical Enlisted	27	124	339	485	698
TOTAL	58	308	737	949	1214

* - Identified as "Immediate Deploy" on the AMD.

NOTE: Detailed information on the MTF active duty staffing requirements can be obtained from the Activity Manpower Document (AMD) contained in the Total Force Manpower Management System (TFMMS).

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T-AH ACTIVATION AND DEACTIVATION LIST OF ACRONYMS

ABS	American Bureau of Shipping
ADAL	Authorized Dental Allowance List
ADCON	Administrative Control
ADP	Automated Data Processing
AEL	Allowance Equipage List
AMAL	Authorized Medical Allowance List
AMD	Activity Manpower Document
APADE	Automated Procurement Accounting Data Entry System
APL	Authorized Parts List
BIOFACS	Biomedical and Facilities System
CARGO	Consolidated Afloat Requisitioning Overseas Guide
CASREP	Casualty Report
CHBUMED	Chief, Bureau of Medicine and Surgery
CHCS	Composite Health Care System
CINC	Commander-in-Chief
CINCLANTFLT	Commander-in-Chief, Atlantic Fleet
CINCPACFLT	Commander-in-Chief, Pacific Fleet
CIVMAR	Civilian Mariner
CLF	Combat Logistics Force
CLO	Cargo Loadout Officer
COMSC	Commander, Military Sealift Command
COMSCLANT	Commander, Military Sealift Command, Atlantic
COMSCPAC	Commander, Military Sealift Command, Pacific
CNO	Chief of Naval Operations
CO	Commanding Officer
COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
COMSC	Commander, Military Sealift Command
CONUS	Continental United States
COSAL	Coordinated Shipboard Allowance List
CRIF	Cargo Routing Information File
DAAS	Defense Automatic Addressing System
DBSS	Defense Blood Support System
DDDC	Defense Depot San Diego, CA
DDNV	Defense Depot Norfolk VA
DENMIS	Dental Management Information System
DFAS	Defense Finance and Accounting Service
DMLSS	Defense Medical Logistics Support System
DLA	Defense Logistics Activity
DSCP	Defense Supply Center, Philadelphia
DSO	Defense Subsistence Office
DSR	Defense Subsistence Region
DTO	Direct Turnover
ETA	Estimated Time of Arrival
ESOC	Emergency Supply Operations Center

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FAS	Fueling At Sea
FFV	Fresh Fruits and Vegetables
FISC	Fleet Industrial and Supply Center
FOS	Full Operating Status
FOSSAC	Fitting and Outfitting Supply Support Assistance Center
GBI	Gain By Inventory
GBL	Government Bill of Lading
GUCL	General Use Consumable List
HM&E	Hull, Mechanical and Electrical
ILSP	Integrated Logistics Support Plan
IOC	Initial Operating Capability
IOL	Initial Outfitting List
ISIC	Immediate Superior in the Chain
ISSA	Interservice Support Agreement
ISSOP	Intraservice Supply Operations Program
IUC	Immediate Unit Commander
MAPU	Medical Augmentation Processing Unit
MEDTREFAC	Medical Treatment Facility
MED/SURG	Medical/Surgical
MHE	Material Handling Equipment
MicroSNAP	Micro Shipboard Non-tactical ADP Program
MID	Management Information Department
MILDEPT	Military Detachment/Department
MILSTRIP	Military Standard Requesting and Issuing Procedures
MIP	Maintenance Index Page
MOA	Memorandum Of Agreement
MOF	Material Outstanding File
MRC	Maintenance Requirement Card
MRE	Meal Ready to Eat
MSC	Military Sealift Command
MSCLANT	Military Sealift Command Atlantic
MSCPAC	Military Sealift Command Pacific
MTF	Medical Treatment Facility
NAOMIS	NAVMTO Operations and Management Information System
NAVCOMPT	Comptroller of the Navy
NAVMEDCEN	Naval Medical Center
NAVSEA	Naval Sea Systems Command
NAVSEACENLANT	Naval Sea Support Center, Atlantic
NAVSUP	Naval Supply Systems Command
NEXCOM	Navy Exchange Command
NFAF	Naval Fleet Auxiliary Force
NFAF-East	Naval Fleet Auxiliary Force-East
NFAF-West	Naval Fleet Auxiliary Force-West
NIS	Not in Stock
NMC	Naval Medical Center
NNZ	RI for Norfolk
NORVA	Norfolk, VA
NOZ	RI for Oakland
NBPO	Navy Blood Program Office
NSN	National Stock Number

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O&MN	Operation and Maintenance Navy
OFHIS	Operational Fleet Hospital Information System
OIC	Officer In Charge
OPC	Out-Processing Center
OPCON	Operational Control
OR	Operating Room
PCS	Permanent Change of Station
PMBS	Property Management and Budget System
PMS	Planned Maintenance Systems
POC	Point of Contact
POE	Projected Operational Environment
POE	Point Of Entry
PRI	Personnel Readiness Information
RAS	Replenishment at Sea
RDD	Required Delivery Date
RI	Routing Identifier
ROC	Required Operational Capability
ROS	Reduced Operating Status
ROS-5	Reduced Operating Status w/5 days to FOS
SALTS	Streamlined Automated Logistics Transmission System
SAMS	Shipboard Non-tactical ADP Automated Medical System
SCOIC	Senior Civilian Officer-in-charge
SITREP	Situation Report
SMD	Ship Manpower Document
SMIS	Shipboard Management Information System
SNAP	Shipboard Non-tactical ADP Program
SOC	Ship's Operating Crew
SOP	Standard Operating Procedures
SPMS	Standard Personnel Management System
SPOD	Sea Port of Debarkation
SPOE	Sea Port of Embarkation
T-AH	Hospital Ship
TAMMIS	Theater Army Medical Management Information System
TCN	Transportation Control Number
TRAC2ES	TRANSCOM Regulating and Command/Control Evacuation System
TRANSCOM	U. S. Transportation Command
TYCOM	Type Commander
UIC	Unit Identification Code
USCG	United States Coast Guard
USNH	United States Naval Hospital
USNS	United States Naval Ship