

CONFIDENTIAL

(Date) _____

From:

To:

Subj: Annual Self-Inspection Report; submission of (COMASWFORLANT 3450-1)

Ref: (a) COMASWFORLANTINST 03450.2

1. In accordance with the provisions of reference (a), the annual self-inspection report for this calendar year is submitted as follows:

a. Administration

(1) Name/Rank of REPTOF _____

(2) Title (or billet) _____

b. Publications

(1) Are the following publications required by OPNAV 03450.12 on hand?

YES

NO

Non-registered

* ACP-147

* ACP-148

* ACP-149

* ACP-149 NATO

ATP-2 and USN Addendum

ATP-2 Maj Comm Supp

NWIP 10-1(A)

Registered

* MOS-9

* RPS-36

GROUP-3

Downgraded at 12 year intervals;
Not automatically declassified.

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<u>Other</u>	<u>YES</u>	<u>NO</u>
MSTS P-504 Merchant Vessel Register	—	—
* H.O. 117 A&B Chaps 10 & 11	—	—
Directives issued by individual OCAs	—	—

Crypto

Has OPNAVINST 03450.10 (series) been reviewed for wartime Crypto Procedures? — —

(2) Are the following Instructions required by OPNAVINST 03450.4 (series) on hand?

	<u>YES</u>	<u>NO</u>
* OPNAV 03450.3 (series)	—	—
* OPNAV 03450.5 (series)	—	—
* OPNAV 03450.8 (series)	—	—
OPNAV 03450.10 (series)	—	—
* OPNAV 03450.12 (series)	—	—
* OPNAV 03450.13 (series)	—	—
* OPNAV P05605.19 (series)	—	—
* Executive Order 10999	—	—

* NOT REQUIRED BY STANDBY REPTOFS

c. Operations

(1) Exercise

(a) To what extent has the REPTOF participated in Quarterly NCS Exercises? (Not required of STANDBY REPTOFS) Ref: OPNAVINST 03450.13 (series)

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(a) To what extent has the REPTOF participated in other National or NATO NCS Exercises? Ref: OPNAVINST 03450.3 (series)

(2) Merchant Vessel Movement Reports

YES

NO

(a) Does the REPTOF submit daily MEREPS to his OCA? Ref: OPNAVINST 03450.3 (series)

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(b) If exempt from requirement for daily MEREPS, does the REPTOF submit an annual summary of arrivals and departures as required by OPNAVINST 03450.10 (series)?

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d. Wartime Functions

Is the REPTOF familiar with the following wartime tasks which will begin immediately upon declaration of war or national emergency? Details of the functions are included in ATP-2(A) Chapter 1, OPNAVINST 03450.3 (series), and OPNAVINST 3450.10 (series). Additional details of wartime tasks may be promulgated by individual OCAs by instructions entitled "Initial Wartime Instructions for Reporting Officers."

YES

NO

(1) Transmit MEREPS to OCA.

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(2) Maintain official message files.

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(3) Maintain liaison with local transportation officials.

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(4) Maintain contact with NCSOS, REPTOFS, and DONSAS in vicinity.

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(5) Report overdue shipping to OCA.

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* (6) Route independents as directed by OCA.

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* (7) Issue call signs and recognition signals to convoys and independents.

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* (8) Insure vessels are adequately provisioned for anticipated voyages.

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* (9) Interview survivors of lost merchant ships in absence of an ONI Representative.

YES NO

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** (10) Review enclosure (1) to OPNAVINST 03450.10 (series) for wartime communication and crypto procedures.

— —

** (11) Continue wartime functions until relieved by personnel of the Naval Control of Shipping Organization.

— —

* Under special circumstances, these functions may be assigned to REPTOFS/Standby REPTOFS by the OCA.

** Standby REPTOFS only.

e. Comments. (Include action taken to correct any deficiencies, recommendations on the usefulness of this inspection program and means for improvement, etc.)

(Signature)