

COMSCINST <b>4626.1B</b>	COG CODE <b>PM5</b>	DATE <b>3 JAN 1997</b>
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DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 4626.1B  
PM5  
3 January 1997

## COMSC INSTRUCTION 4626.1B

Subj: ACTIVATION AND OPERATIONAL TEST OF READY RESERVE FORCE (*RRF*) SHIPS

Ref: (a) Memorandum of Agreement, Department of Defense and Department of Transportation for Administration of the Ready Reserve Force

Encl: (1) Sample Transfer of OPCON Message  
(2) RRF Test Activation Quick Look Report Format

1. Purpose. To provide guidance and procedures to be implemented following notice of activation of RRF ships for contingencies or for tests in accordance with reference (a). This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 4626.1A.

3. Background. RRF ship activations are conducted as follows:

- a. Contingencies and Exercises. Initiated by MSC to meet surge lift requirements,
- b. Test Activations. MSC initiates with no prior notice (*no-notice*) in order to test the ability of the ships to meet established activation time frames, and
- c. Maintenance Activations. Maritime Administration (*MARAD*) initiates as part of routine maintenance and scheduled upkeep periods.

4. Responsibilities

a. For Contingencies or Exercises

(1) MARAD will provide a RRF ship ready for sea (*RFS*) in the applicable time frame of 4-, 5-, 10- or 20-days. This activation time frame may be extended by DOD to minimize costs and when the load date allows for the extension.

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(2) The appropriate MSC Area Commander will accept operational control of an RRF ship when MARAD determines the ship is RFS and will provide sailing orders and conduct briefings for key shipboard personnel similar to that provided new time charters. Enclosure (1) provides a sample message from MARAD announcing the transfer of OPCON.

(3) Whenever possible, the MSC Surge RRF representative will observe sea trials for those ships that require trials as follows:

(a) ROS4 ships: no sea trial required at activation.

(b) ROS5 ships: a sea trial is required when the interval since the last sea trial exceeds 12 months.

(c) RRF10/20 ships: a sea trial is required unless waived by MSC. A waiver may be granted if the ship has undergone a successful sea trial observed by MSC within the last 12 months.

b. For Test Activations

(1) The MSC RRF Surge representatives (*Atlantic Region, Gulf Region or Western Region*) or the MSC Far East (*MSCFE*) for those ships layberthed in Japan will observe and evaluate RRF test activations and sea trials. A grade of Satisfactory will be awarded when a RRF ship completes the test activation on or before the readiness time frame and is declared ready for sea.

(2) Following the activation, the Surge representatives or MSCFE will submit to COMSC (PM5) via cc:Mail or fax:

(a) within 5 days after the ship is accepted as RFS, a “*quick look*” report in the format provided as enclosure (2), and

(b) within 15 days after completion of the operation, a narrative report on the ship’s operations and redelivery.

c. For Maintenance Activations. The MSC RRF Surge representatives or MSCFE will observe maintenance activations and sea trials when practicable. These observations are for familiarization with the ship status and not for the purpose of evaluation.

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5. Forms. MARAD documentation will be used for all activations, sea trials and inspections. Liaison with MARAD is paramount to ensure observations are thorough and to avoid redundant testing.

Distribution:

COMSCINST 5000.19

List I (*Case A, B*)

SNDL 41B (*Area Commanders*)

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**SAMPLE TRANSFER OF OPCON MESSAGE**

**FM MARITIME ADMIN WASHINGTON DC//MAR 613//  
TO COMSC WASHINGTON DC//PM5//  
COMSCPAC OAKLAND CA//N3//  
COMSCFE YOKOHAMA JA//N3//**

**UNCLAS**

**MSGID/GENADMIN/ACTIVATION/001//**

**SUBJ/COMSC OPCON OF READY RESERVE SHIP (RRF) MV CAPE ISLAND//**

**REF/A/RMG/COMSC WASHINGTON DC 281833Z AUG 96**

**REF/B/TEL/MARAD AND COMSCPAC/10SEP96/0900Z//**

**AMPN/REF B IS PHONCON BTW MARAD MAR 613 AND COMSCPAC N3//**

**RMKS/1. REF A IS ACTIVATION ORDER OF MV CAPE ISLAND FOR PARTICIPATION IN EXERCISE FOAL EAGLE 97//**

**RMKS/2. MV CAPE ISLAND HAS SATISFACTORILY COMPLETED ACTIVATION AND IS READY FOR OPERATIONS. AS PER REF B, COMSCPAC ACCEPTED OPCON 100900Z SEP 96.**

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**RRF ACTIVATION QUICK LOOK REPORT FORMAT**

**TURBO ACTIVATION \_\_-\_\_**

- A. **ROS/RRF readiness status at activation:** (*ROS4, ROS5, RRF10, RRF20*)
- B. **Vessel type:** (*RO/RO, Breakbulk, OPDS, Tanker, Lash, Seabee, etc.*)
- C. **Location:** (*layberth or site when activation is ordered*)
- D. **Shipyard name/location:** (*where ship is activated or that provides assistance*)
- E. **Actual time to activate:** (*days/hours*)
- F. **Was activation completed on time?**
- G. **C-status before/after activation to include list of all major equipment discrepancies:**  
(*C-1 to C-5*)
- H. **Date last activated:** (*for operations, test or maintenance*)
- I. **Date of last major repair/shipyard period:**
- J. **Lessons learned:** (*Areas requiring improvement or which were successful and could improve the activation process*)