

# Military Sealift Command Civil Service Mariner Handbook



*Take Command of Your Career®*

MSC

07/2011





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Glossary of all acronyms can be found in Appendix A1.





# 1. The Making of MSC

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During World War II, four separate government agencies controlled sea transportation. In 1949, the Military Sea Transportation Service, renamed Military Sealift Command in 1970, became the single managing agency for the Department of Defense's (DoD) ocean transportation needs. The Command assumed responsibility for providing sealift and ocean transportation for all military services as well as for other government agencies.

The mission of Military Sealift Command (MSC) is to provide ocean transportation of equipment, fuel, supplies and ammunition to sustain U.S. forces worldwide during peacetime and in war for as long as operation requirements dictate. During a war, more than 95 percent of all the equipment and supplies needed to sustain the U.S. military are carried by sea. MSC provides the sea transportation component for the United States Transportation Command.

Recent crises have reinforced the vital role of Military Sealift Command as a major contributor in the execution of U.S. national strategy. The Command operates ships that provide combat logistics support to U.S. Navy ships at sea; special mission support to U.S. government agencies; prepositioning of U.S. military supplies and equipment at sea; and ocean transportation of DoD cargo in both peacetime and war.

Military Sealift Command Headquarters is located at the Washington Navy Yard, Washington D.C. and has multiple sites worldwide, including facilities in California, Virginia, Italy, Japan and Guam.<sup>1</sup>

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<sup>1</sup> See *MSC Organizational Chart* in *Appendix*.

Today, MSC is the largest operator of public vessels in the world. MSC offers a diversified fleet, which involves a variety of missions and offers job security, good pay, and the benefits of being a civil service employee.

# The Making of MSC

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Military Sealift Command has more than 10,800 employees worldwide, approximately 80% of which serve at sea. MSC is the largest employer of merchant mariners in the United States.<sup>2</sup>

As a civil service mariner (CIVMAR) you are an important part of today's Navy. Without MSC's support ships, the Navy could not be an effective fighting force.

Whether at sea, in port or on leave, you are supported by the Military Sealift Fleet Support Command (MSFSC).

The MSFSC mission is to execute Type Command functions to man, train, equip and maintain MSC Government Owned Government Operated (GOGO) ships worldwide and support other MSC assets as directed by Commander Military Sealift Command (COMSC) by providing:

- GOGO Ships Ready for Tasking (GRFT) at the right time, place, and cost...every time.
- Deliver world class service on time today and tomorrow.
- Manage resources to meet and exceed ships' mission readiness.

The vision of MSFSC is to be the leader in providing exceptional Logistic Services ensuring maximum GOGO Ships Ready For Tasking (GRFT). Enabled by the power of our people to provide significant return on investment for the Navy.

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<sup>2</sup> Data indicated as of 2005.



## 2. Employment Rights

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### **You are now an excepted service civilian employee of the United States Government.**

As such, there are important rules covering your job that are based on laws and regulations established by the Office of Personnel Management (OPM), the Secretary of the Navy (SECNAV), and the DoD.

MSC also has established agency policies and procedures contained in the Civilian Marine Personnel Instructions (CMPI). The CMPI governs policies for CIVMARs on such topics as leave, liberty, pay, employment, discipline, etc. You may contact the Purser onboard your ship, the CIVMAR Support Unit (CSU) East or West, or the MSFSC Human Resources & Manpower Department (N1) to view a copy of the CMPI.

As a federal employee, you have rights as an employee such as Equal Employment Opportunity (EEO), Privacy Act and to be free from sexual harassment and violence.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the Policy<sup>3</sup> of the Command to provide EEO to all employees, former employes, and applicants for employment regardless of race, color, religion, sex, national origin, age, disability, or reprisal for prior participation in protected EEO activity. MSFSC is dedicated to supporting the spirit and intent of the EEO program to the fullest extent possible. We must be one workforce, military and civilian, working together to meet our mission. As a model employer with a diverse and effective workforce, we must all be committed to the principles of EEO. All MSFSC personnel are required to be trained annually in EEO procedures.

- If you believe you have been discriminated against due to race, color, religion, sex, national origin, age, disability or reprisal for prior participation in a protected EEO activity, you must seek EEO counseling

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<sup>3</sup> For full Policy Statement see Appendix.

on the matter within 45 calendar days of the date of the alleged discriminatory incident, or within 45 calendar days of an alleged discriminatory personnel action.<sup>4</sup>

- Discrimination on the basis of sexual orientation is not covered under 29 CFR 1614, however it is a prohibited personnel practice as set forth in Executive Order 13087. If you believe you have been discriminated against based on sexual orientation, you may seek assistance either from the Merit Systems Protection Board, Office of Special Council, Negotiated Grievance Procedure or Agency Administrative Grievance Procedures.

## SEXUAL HARASSMENT

MSFSC is committed to maintaining EEO principles; including a workplace free of discriminatory harassment and the development of a comprehensive anti-harassment policy to prevent harassment on all protected bases, including race, color, religion, sex (sexual or non-sexual), national origin, age, disability, or reprisal for prior participation in protected EEO activity. MSFSC does not permit any type of harassing conduct by anyone in the workplace. All MSFSC personnel are required to be trained annually in Prevention of Sexual Harassment (POSH).

The Command will initiate appropriate corrective action, including proposing disciplinary action if warranted, before the harassing conduct is so pervasive and offensive as to constitute a hostile environment. It is the Command's view that a single utterance of an ethnic, sexual, or racial epithet that offends an employee is inappropriate and must immediately be addressed.

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<sup>4</sup> See Appendix for procedures on filing an EEO Complaint.

<sup>5</sup> See Appendix for Policy.

The Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Work Place<sup>5</sup> applies to all CIVMARs under MSFSC cognizance at sea or at shore-based facilities/offices.

- Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature when:
  - (a) Submission to or rejection of such conduct is made a condition of an individual's employment.
  - (b) Submission to or rejection of such conduct is made a basis of employment decisions affecting the individual.
  - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.
- This definition applies to any person, regardless of gender, who engages in such conduct. Examples of conduct that can constitute sexual harassment or sexual assault include making unwelcome verbal comments or gestures of a sexual nature; engaging in sexually oriented teasing or spreading of rumors; sexting, to include sending sexually explicit messages or photographs via cell phone; telling jokes of a sexual nature; making sexual innuendos, or physical conduct of a sexual nature.
- All civil service mariners shall be responsible for:
  - (a) Acting professionally and refraining from harassing conduct;
  - (b) Becoming familiar with the provisions of this Policy, complying with all requirements of the Policy, and cooperating with any inquiry under this Policy; and
  - (c) Promptly reporting any incident of harassing conduct that he or she experiences before it becomes a pattern of misconduct so pervasive and offensive as to constitute a hostile environment.
- All supervisors and managers shall be responsible for:

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- (a) Acting promptly and appropriately to prevent harassment in the workplace and retaliation against those who complain of harassment;
- (b) Reporting, pursuant to procedures set forth under Reporting Harassment, any incident of harassing conduct that they witness or is otherwise brought to their attention; and
- (c) Receiving, handling and reporting allegations of harassing conduct promptly and appropriately, utilizing the procedures set forth under Inquiries Into Allegations of Harassing Conduct.

Any person who believes that he or she has been the subject of an incident of harassing conduct in violation of this policy should report the incident to anyone in the employee's supervisory chain. Additionally, or alternatively, an employee may seek informal EEO counseling directly with the MSFSC EEO Office by contacting Ms. Wanda Watson-Mays, Deputy EEO Officer (N19), at MSFSC\_EEO@navy.mil.

## PRIVACY ACT

MSC maintains confidentiality of employees personal identifiable information (PII) in accordance with the Privacy Act and implementing regulations. The Privacy Act was passed into law to safeguard the handling by government agencies of individual's personal information and limit its disclosure. Accordingly, MSC ensures all employee data, including individual Social Security Numbers (SSN), will be used for limited official purposes.

## FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA), Title 5 of the United States Code, section 552, gives you the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose government records contained in an official system of records to the public if requested and an exemption or exception does not apply.<sup>6</sup>

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<sup>6</sup> *The three exclusions are rarely used and pertain to particularly sensitive law enforcement and national security matters.*

The exemption categories that authorize government agencies to withhold information are:

- 1) classified information for national defense or foreign policy;
- 2) internal personnel rules and practices;
- 3) information that is exempt under other laws;
- 4) trade secrets and privileged or confidential business information;
- 5) inter-agency or intra-agency memoranda or letters that are protected by legal privileges;
- 6) personnel, medical, or similar files that would be a clearly unwarranted invasion of personal privacy;
- 7) certain information or records collected for law enforcement purposes;
- 8) information concerning financial institutions; and
- 9) geological and geophysical information and data concerning wells.

For more information regarding either the Privacy Act or FOIA, visit <http://privacy.navy.mil>, <http://foia.navy.mil>, or <http://www.msc.navy.mil/foia>. You may also contact the Office of Counsel (N00L) and speak to the FOIA Coordinator at (757) 443-1250 or to Counsel, MSFSC at (757) 443-1215 should you have any questions.

## **WORKPLACE VIOLENCE**

MSFSC is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

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**DO NOT** ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, report it immediately to the ship supervisor, or if ashore, through the appropriate shore-side chain of command, as well as, when appropriate, to applicable base police or local municipality police.

## **POLICY ON SPEAK-ENGLISH ONLY**

Per 29 Code of Federal Regulations 1606.7 and OPNAVINST 5334.1f and Pursuant to MSFSCs INST 12710.2, only (b), 29 Code of Federal Regulations 1606.7(c), OPNAVINST 5354.1F, and MSFSCINST 12710.2, English-only shall be spoken for all work related communications to ensure a safe work environment.



## 3. Expectations

As a Federal employee with MSC, you are expected to adhere to all applicable laws, rules, guidelines and standards, including those set forth in the Drug-Free Workplace Program,<sup>7</sup> Code of Ethics for Government Service, Ship's Orders, Safety Precautions, Emergency Duties and Commanders Policy on Personal Professionalism.

It's extremely important that all civil service mariners (CIVMARs) conduct themselves properly and in a professional manner, exercising common sense and good judgment with respect for the dignity of others.<sup>8</sup> Personal conduct or relationships of a nature that reflect adversely on MSC are not acceptable.

### DRUG-FREE WORKPLACE PROGRAM

Military Sealift Command participates in the Federal Drug Testing Program in accordance with the Department of Health and Human Services guidelines. Illegal drug use by any civilian employee of the Department of the Navy (DoN) is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DoN Drug-Free Workplace Program (DFWP) is designed to identify illegal drug users in order to maintain a safe, secure workplace and efficient DoN operation.

As a CIVMAR in a testing designated position, you are required to acknowledge and sign the Notice of Random Drug Testing Memorandum.<sup>9</sup> MSC's policy is to test each potential new hire prior to extending the final employment offer and randomly thereafter.

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<sup>7</sup> See Appendix.

<sup>8</sup> See Appendix for MSFSC Inst. 12710.1.

<sup>9</sup> See Appendix.

The following types of testing are conducted:

- (a) Random Testing
- (b) Applicant Testing
- (c) Reasonable Suspicion Testing

- (d) Follow-up Testing
- (e) Post Accident Testing or Unsafe Practice

If you believe you have a drug or alcohol problem, you are encouraged to seek counseling and/or referral service through our Civilian Employee Assistance Program (CEAP).<sup>10</sup> The CEAP is managed by the Human Resources and Manpower Department (N1).

## **STANDARDS OF CONDUCT FOR DEPARTMENT OF THE NAVY PERSONNEL**

The “Standards of Conduct for Employees of the Executive Branch,” at 5 CFR § 2635, published by the Office of Government Ethics apply to the DoN and are the primary source of guidance for ethics. These standards are implemented by the “Joint Ethics Regulation,” DoD 5500.7-R, and summarized through the DoN Code of Ethics in the form of “DOs” and “DON’Ts.”

## **PRINCIPLES OF ETHICAL CONDUCT FOR GOVERNMENT OFFICERS AND EMPLOYEES – EXECUTIVE ORDER 12674/12731**

To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each Federal employee shall respect and adhere to the fundamental principles of ethical service:

- 1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- 2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- 3) Employees shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest.

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<sup>10</sup> See Chapter 9.

- 4) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or non-performance of the employee's duties.
- 5) Employees shall put forth honest effort in the performance of their duties.
- 6) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.
- 7) Employees shall not use public office for private gain.
- 8) Employees shall act impartially and not have preferential treatment to any private organization or individual.
- 9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- 10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- 11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- 12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those - such as Federal, State, or local taxes – that are imposed by law.
- 13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

- 14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

## **ADDITIONAL ETHICAL CONSIDERATIONS**

Use of Government resources — As a general rule, government resources shall only be used for authorized purposes. Personal use of Government resources is not an authorized use unless an employee's supervisor, (assuming the supervisor is above a GS-11 or equivalent, or a commissioned military officer) finds the use is supportive of the mission such as:

- The use does not adversely affect the performance of official duties by the employee or the employee's organization;
- The use is of reasonable duration and frequency;
- The use is made only on the employee's personal time, such as after duty hours or at lunch time;
- The use serves a legitimate public interest (such as reducing disruptions to the workplace, enhancing professional skills, supporting DoD community relations);
- The use does not reflect adversely on DoD or the component (such as commercial activities, unofficial advertising, or violating statute or regulation); and
- The use creates no additional cost to DoD or the component.

**Use of Government Vehicles** — Government Vehicles (GOV's) are vehicles that are owned or leased by the Government and are NOT cars rented on Temporary Duty Assignment (TDY) orders. GOV's must only be used for official purposes. A GOV may not be used for personal entertainment or recreation of any kind.

**Misuse of Government Property** — Unauthorized use of government property, or the misuse of such property, is a serious matter that may result in discipline. The agency does not have to prove INTENT in order to establish a case of unauthorized use of government property. Examples of misuse include pornography, chain letters, harassing emails, personal long distance calls and overburdening government communication systems. If you are in doubt as to whether a use is authorized, check with your Chain-of-Command.

**Impartiality in Performing Official Duties** — You must perform your official duties fairly and impartially, without giving special treatment to anyone. If a reasonable person with knowledge of the relevant facts would question your impartiality, you should not participate in the matter.

**Misuse of Position** — You may not use your position with the government to coerce benefits from another party. You may not use your position and/or title to endorse or imply endorsement of a product, service, enterprise, or private organization.

Classified Information: Employees shall be subject to appropriate sanctions if they knowingly and willfully grant eligibility for, or allow access to, classified information in violation of the law.<sup>11</sup> Sanctions for such infractions may include reprimand, suspension without pay, removal, and other actions in accordance with applicable law and agency regulations.

**Conflicting Financial Interests** — You may not take action, including making a recommendation, on any matter which will have a direct and predictable effect on your financial interests, or the interests of others that are imputed to you, such as your spouse or minor children.

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<sup>11</sup> Executive Order #12968 (Access to Classified Information, Section 6.4 Sanctions).

# Expectations

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**Outside Activities** — Federal employees are prohibited from acting as a representative for a non-federal party in matters in which the government has an interest or participating in activities which conflict with, or otherwise interferes with, the performance of official duties.

**Political Activities** — As a Federal employee, you may be prohibited from participating in certain political activities in accordance with the Hatch Act Reform Amendments of 1993.<sup>12</sup>

**Gifts** — You may not solicit or accept a gift from “Prohibited Sources” or any non-federal entity that seeks official action or does business with the Navy or has interests that may be substantially affected by official duties or position in the government. Generally, you may not give or solicit for a gift to your boss or accept gifts from subordinate employees.

This list is not all-inclusive. The list is intended for informational purposes only and should not be used In lieu of legal advice. If you have any doubt regarding a proposed action and before taking actions that may violate ethical regulations, you should ask your supervisor or consult MSFSC’s Office of Counsel (N00L) at (757) 443-1215.

## **ETHICS GUIDANCE, REGULATIONS, AND SOURCES OF INFORMATION**

If you have any questions about the Standards of Conduct, you may contact the Office of Counsel at (757) 443-1215 where an agency ethics counselor will be able to assist you.

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<sup>12</sup> See Appendix for Hatch Reform Amendment.

For your reference and convenience, but not in lieu of legal advice, the following material is provided. All of these materials are available online or in the Office of Counsel.

- Standards of Conduct for Federal Employees - 5 C.F.R. § 2635
- Post Government Employment Restrictions - 5 C.F.R. § 2637
- DoD Directive 5500.7
- Joint Ethics Regulation - DoD 5500.7-R
- Executive Order 12674/12731 – Principles of Ethical Conduct for Government Employees - [http://www.usoge.gov/laws\\_regs/exec\\_orders/eo12674.pdf](http://www.usoge.gov/laws_regs/exec_orders/eo12674.pdf)
- Navy Code of Ethics - <http://ethics.navy.mil/content/codeofethics.aspx>
- Core Values Charter - <http://ethics.navy.mil/content/corevaluescharter.aspx>
- ALNAV 013/07 - <http://ethics.navy.mil/content/secnavmsgstatement.aspx>
- United States Office of Government Ethics - [www.usoge.gov](http://www.usoge.gov)
- DoD Standards of Conduct Office - [www.dod.mil/dodgc/defense\\_ethics/](http://www.dod.mil/dodgc/defense_ethics/)
- Navy Ethics Compass - <http://ethics.navy.mil/>

## SAFETY AND PRECAUTIONS

MSC's top priority is to provide a safe and healthy work environment in accordance with the Navy Occupational Safety and Health (NAVOSH) Program. NAVOSH and the Afloat Safety and Occupational Health (SOH) Manual<sup>13</sup> for Forces Afloat OPNAV INST. 5100.19E requirements and responsibilities for all shipboard employees, military and civilian. In order to accomplish the missions assigned to MSC ships, MSC requires mandatory participation in the NAVOSH program, reinforcing the safety of the ship and its crew.

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<sup>13</sup> You can obtain this by contacting the CIVMAR Support Center.

# Expectations

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Safety points to keep in mind:

- Rough weather is responsible for many accidents at sea. Under these conditions, always remember the slogan: 'One hand for the ship, one hand for yourself.'
- Never smoke in the vicinity of open hatches or in the cargo holds.
- Never smoke on deck, on barges, or on the pier when fuel oil is being loaded or discharged.
- Only smoke in designated smoking areas aboard ship during those times it is allowed.
- Never go up and down ladders with both hands full.
- Never work in the hot sun without protecting your head.
- Never walk on the side of the vessel where cargo is being worked if you are not involved.
- Never walk under the heel blocks of winches.
- Never walk through unlighted 'tween deck spaces.
- Never walk on the weather side of deck in heavy seas.
- Never stand in the bight of an anchor chain, cable or line.
- Never use goggles to protect your forehead instead of your eyes.
- Never attempt to pass through a watertight doorway while the alarm is sounding or the door is in motion.
- Never endanger your shipmates by your actions or failure to act when required.
- In noise hazardous areas such as diesel engine rooms, generator rooms, etc., wear earplugs, which are available onboard.
- Wear safety shoes.

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## **INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE SAFETY MANAGEMENT SYSTEM (SMS)**

The ISM Code provides an international standard for the safe management and operation of ships and for pollution prevention. The purpose of the ISM code is:

- To ensure safety at sea
- To prevent human injury or loss of life
- To avoid damage to the environment and to the ship

Realizing that the ISM Code provides a framework for prudent ship operations, COMSC issued COMSCINST 5042.1, which requires its government-owned, government-operated ships to comply with the ISM Code. In order to comply with the ISM Code, each ship class must have implemented the Safety Management System (SMS). MSC has implemented a SMS as the Command's standard approach to safe, effective, and environmentally responsible vessel management. For ship classes where certification is not practical or cost effective, the SMS is being adopted as a management model to provide structure to procedures.

The Safety Policy Is:

- Protect its people
- Protect its assets
- Comply with regulatory requirements

Currently, the T-ATF class fleet ocean tugs have a working SMS and each carries a Safety Management Certificate. The T-AO class oilers and the T-AKE class dry cargo / ammunition ships are scheduled for SMS implementation.

For more information, contact: Safety and Quality Management (N01SQ), ISM Designated Person at (757) 443-2746 or (757) 443-2719.

## SHIP'S ORDERS

MSC also expects all CIVMARs to adhere to the following rules designed to provide guidance while onboard ship.

- 1) Crewmembers shall promptly obey all legal orders received from competent authority.
- 2) Crewmembers shall obey all posted rules and regulations.
- 3) Crewmembers shall comply with all local port regulations, instructions, and laws emanating from responsible authority and published to the crew.
- 4) Crewmembers shall not physically resist authority in the enforcement of a lawful command.
- 5) Crew members shall perform all assigned duties with promptness and dispatch and shall remain alert at all times while on watch or duty.
- 6) Crewmembers shall not conceal defective work nor remove or destroy such work without authority.
- 7) Crewmembers shall not participate in any strike of job action against the Government of the United States.
- 8) Crewmembers shall complete all voyages to which assigned unless separated from the ship by orders from competent authority.
- 9) Crewmembers shall not leave the ship without proper authority and shall report to the ship promptly on or before expiration of all authorized leave or liberty.
- 10) Crewmembers shall report for watch, presailing muster, muster, duty, or drills at the scheduled time unless relieved from such reporting requirements by proper authority. (Duty includes overtime when crewmember is ordered to work overtime.)
- 11) Crewmembers shall remain on duty or at watch stations until properly relieved.
- 12) Crewmembers shall not exchange any watch or duty without authorization.

- 13) Crewmembers shall not be under the influence of alcohol/intoxicants or unlawful drugs when reporting for watch or duty or on watch or duty.
- 14) Crewmembers shall not introduce alcohol/intoxicants aboard ship without proper authorization nor shall they sell, hold in their possession, or use alcohol/intoxicants aboard ship.
- 15) Crewmembers shall not unlawfully use, be under the influence of or possess drugs or drug paraphernalia on or off duty aboard ships or ashore.
- 16) Crewmembers shall not unlawfully use, possess or bring aboard ship or engage in the sale, transfer or distribution of drugs or drug paraphernalia.
- 17) Crewmembers shall not possess or use narcotics or instruments to prepare or administer narcotics without authority.
- 18) Crewmembers shall not introduce or possess dangerous weapons or explosives aboard without authority.
- 19) Crewmembers shall wear the prescribed uniform/work clothes while on watch or duty aboard ship.
- 20) Crewmembers shall use protective clothing and/or equipment when required and provided.
- 21) Crewmembers shall observe prescribed standards of cleanliness and sanitation.
- 22) Crewmembers shall report to the Master or a U.S. Medical Officer all cases of venereal disease and all contagious infectious diseases as soon as discovered.
- 23) Crewmembers shall safeguard all information and material of a classified nature.
- 24) Crewmembers shall protect the safety of the ship, passengers, crew, cargo, and equipment at all times.
- 25) Crewmembers shall exercise due diligence in safeguarding all property, stores, material and equipment entrusted to the care for which they have properly been assigned responsibility.

# Expectations

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- 26) Crewmembers shall report immediately all injuries and accidents, however slight, to superiors.
- 27) Crewmembers shall not create unnecessary disturbances.
- 28) Crewmembers shall not use abusive, insulting, or obscene language to or about other personnel.
- 29) Crewmembers shall not threaten to injure or assault or commit assault or inflict injury upon other persons aboard ship or on U.S. Government premises.
- 30) Crewmembers shall not engage in fighting aboard ship or on U.S. Government premises.
- 31) Crewmembers shall not make false or malicious statements which harm the reputation, authority, or official standing of other employees, superiors, officers or MSC.
- 32) Crewmembers shall not gamble, bet, or promote such activity aboard ship or on U.S. Government premises.
- 33) Crewmembers shall not engage or attempt to engage in black market activities.
- 34) Crewmembers shall not give nor receive bribes with the intent of influencing decisions on official matters.
- 35) Crewmembers shall not steal nor attempt to steal any property of other persons or of the U.S. Government.
- 36) Crewmembers shall not engage in criminal, dishonest, or notoriously disgraceful conduct ashore or aboard ship.
- 37) Crewmembers shall not file false claims against the U.S. Government or knowingly aid and assist in the prosecution of false claims.
- 38) Crewmembers shall not falsify, exaggerate, or conceal a material fact in connection with any official action, record, investigation, or other proper proceeding.
- 39) Crewmembers shall properly declare all merchandise and other articles obtained or acquired in a foreign country.

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- 40) Crewmembers shall not enter unauthorized areas of the ship without proper authority.
  - 41) Crewmembers shall support EEO principles, policies and practices during the course of shipboard assignment.
  - 42) Crewmembers shall not engage in sexual harassment.
  - 43) Crewmembers shall not engage in shipboard relationships that interfere with or undermine good order, discipline, and authority aboard ship or result in personal gain or create a hostile work environment.

## **EMERGENCY DUTIES**

Safety at sea is everyone's responsibility. To respond to and control shipboard casualties, you must use your assigned article/billet number to determine your individual emergency duties, as indicated on the Station Bill, posted throughout the ship. Each ship will post information on:

- Fire and emergency stations
- Collisions
- Abandon ship – lifeboat stations
- Man overboard
- CBR-D (Chemical, Biological, Radiological – Defense)

Drills are conducted occasionally to evaluate the effectiveness of the shipboard training, tactics and strategy. The Officer in Charge of your area will provide further instructions and/or training with regard to specific emergency duties. Remember, all drills should be conducted as if an actual emergency exists.

# Expectations

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## 4. Administrative Duties

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The following topics are the CIVMARs' administrative responsibilities. It is essential for all CIVMARs to maintain accurate personal data and to take the appropriate steps to inform MSFSC staff of additional or changing information.

### MAIL

You can send and receive mail while underway. Although the ship's location, sailing dates and times is restricted information, your mail will be processed by the Fleet Post Office (FPO) System according to the ship's address.<sup>14</sup> It is their goal to get your mail to you as quickly and reliably as possible. All mail addressed to you should read:

#### **Your Name and Position**

#### **Name of Ship and Hull Number**

#### **Appropriate FPO and Zip Code**

You may *not* use MSFSC, CIVMAR Support Units or CIVMAR Support Center (CSC) as a mailing address.

### PERSONAL AND PUBLIC CORRESPONDENCE COMMUNICATION

In the interest of good morale, MSC permits the use of shipboard equipment and services to make personal telephone calls or send personal messages subject to operational considerations and the master's approval. Communications via INMARSAT, HF radio, and VHF Marine Operators will be on a collect basis or billed to a credit card except in an emergency when authorized by the Master. Some of the ships have a public lounge that allows mariners to have access to the email system. To receive an email account, check with the LAN Administrator onboard your assigned ship. In order to use the telephone and fax machine onboard ship when available, you must report to the Department Head to obtain authorization.<sup>15</sup>

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<sup>14</sup> For a list of ship addresses, see Appendix.

<sup>15</sup> Per COMSINST 2000.2.

# Administrative Duties

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## CHANGE OF ADDRESS/NAME

You are responsible for keeping MSFSC informed of any changes to your personal or contact information. Your data must be kept current to receive official correspondence. You must report a change of address, phone number, marital status or name in writing by using the correct form including your name, supporting documentation of proof of new address (i.e. lease/rental agreements, phone/utility bill, etc.), old information, new information, contact phone number and your signature.<sup>16</sup>

If you change your name, be sure to inform both Social Security Administration and your employer. MSC will process name changes *only* when a copy of your marriage certificate, divorce decree or court document, and a copy of the new SSN card or receipt from the SSA stating they have been notified is submitted with the change request as proof of name change. This will assure that your earnings will be properly reported by your employer and recorded in SSA records. Visit [www.ssa.gov](http://www.ssa.gov) for more information.

Send a signed request via email to [NRFK\\_MSC\\_MSFSCPERSACT@navy.mil](mailto:NRFK_MSC_MSFSCPERSACT@navy.mil) or by fax to (757) 443-2269. If you have any questions, contact the CSC at (800) 793-5784.

## ERROR ON EMPLOYMENT RECORDS

If you find that your personal data, including Date of Birth or SSN, is not accurate on your Standard Form 50, Notification of Personnel Action, contact CIVMAR LER and Services Division, Personnel Systems Branch (N172) to provide proof of the correct information, such as a copy of your Birth Certificate, Passport or SSN card.

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<sup>16</sup> Change of Address Form.  
See appendix.

## MILITARY RESERVISTS

If you are a member of the Military Ready Reserves and you receive mobilization orders, you must immediately notify your Marine Placement Specialist (MPS) - if not attached to a ship - or the Master - if attached to a ship. A copy of your orders must be forwarded to your MPS. Digital copies of the orders will also be accepted via email.

At times employees believe that their only obligation is to notify the Agency of Reserve Duty Training orders and that USERRA gives them the authority to execute these orders without the need for permission. This isn't an accurate assessment of the law because they also must meet their obligations to resolve scheduling conflicts with their employer as described in 5CFR353.203. Relevant paragraph here:

“(c) Nature of Reserve service and resolving conflicts. An employee who is a member of the Reserve or National Guard has a dual obligation-- to the military and to his or her employer. Given the nature of the employee's service obligation, some conflict with job demands is often unavoidable and a good-faith effort on the part of both the employee and the agency is needed to minimize conflict and resolve differences. Some accommodation may be necessary by both parties.”

In the event that MSFSC is not successful in getting an exemption, you will be placed on Leave Without Pay (LWOP) from your civil service position and you may contact the Civilian Benefits line at 1-888-320-2917. You have return rights to your civil service position upon your timely notification of return from your active Reserve duty provided that you remain in the active reserves for no more than five years.

## EMPLOYEE SURVEYS

MSC will employ several types of surveys via various methods to gauge the CIVMAR's level of satisfaction with his/her career experience. The primary method will be written surveys, which may be supplemented by electronic surveys. The information collected from the survey is used to indicate trends or potential areas of concern impacting the recruiting and retention of the CIVMAR workforce. The data is also used to evaluate and improve the level of support.

Surveys unique to MSC are conducted at the following points of the mariner's career:

- first, upon completion of the New Employee Orientation (NEO);
- upon completion of a training course lasting two or more weeks in duration;
- and, finally upon separation of employment with MSC.

If you have not received a survey and have reached one of the above points in your career, please call (800) 793-5784 to request one.



## 5. Your Job As A CIVMAR

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This section covers a multitude of topics that are important for all CIVMARs to be aware of whether underway or ashore.

To better serve our CIVMARs, we have created the CSC. The mission of the CSC is to provide a one-stop resource for answering common questions regarding benefits, payroll, assignments, United States Coast Guard (USCG) issues, etc. Whether underway or ashore, you may contact the CSC by calling toll-free (800) 793-5784; or by email at: [civmar@marinerssupport.com](mailto:civmar@marinerssupport.com).

Please review these sections thoroughly and if you have any questions, discuss with your Purser or contact the CSC for additional clarification.

### **IDENTIFICATION CARDS AND PASSES**

As a new employee, you were issued a Department of Defense Common Access Card (CAC).

The CAC is the Department of Defense ID card, and serves as the principal card used to enable computer network and unclassified system access. It is also the primary platform for the Public Key Infrastructure (PKI) token, which allows a user to sign on to the Navy-Marine Corps Intranet. The CAC is similar in size and functions to a credit card. Embedded in the card is a small gold-colored computer chip that stores information, along with a magnetic strip that allows information in the chip to be electronically scanned and interfaced with other computer systems. The CAC may be used to gain entry to military exchanges overseas, dependent on policies of the respective base commanders. Remember your PIN number in order to access PKI items; otherwise you will have to schedule to go to a CAC issuing facility to have it reset. These facilities are not easy to get to and usually require appointments. The CAC, in addition to your USCG Merchant Mariner Credential (MMC), is to be in your possession at all times, ready to produce upon request for access to Navy bases to reach your ship.

The CAC, USCG Merchant Mariner Credential (MMC), is to be in your possession at all times, ready to produce upon request for access to Navy bases to reach your ship.

The Geneva Convention Card (DD 489) prescribed by the Department of Defense (DOD), is issued to civilian non-combatant personnel who have been authorized to accompany military forces of the United States in regions of combat, and who may be captured and detained as prisoners of war. In the event of capture as prisoner of war, the Identity Card shall be shown to the capturing authorities.

## **PASSPORT, VISA and TWIC IDENTIFICATION**

You are required to have a tourist passport as a condition of employment with MSC. It is your responsibility to maintain its currency at all times. To renew your passport, visit a Post Office or download an application at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). A \$55.00 fee applies and two passport-size photographs are required.

**Official Passports** — You will be required to obtain an Official Passport at some point. At that time, MSFSC will collect your completed passport application form (DS82), passport authorization form with personal information (DD1056), photos and Blue Tourist Passport. As an alternative to submitting the Blue Tourist Passport with the application, the mariner's official birth certificate or naturalization papers may be substituted.

It will take approximately 3-4 weeks to receive your Official Passport from the Department of State. Once your Official Passport has been processed, you will be advised where to report to receive your Official Passport and to have your Blue Tourist Passport returned. If the Department of State determines that your Blue passport is mutilated, it will not be returned and you must obtain a new Tourist passport.

**Visa** — Visa requirements vary from country to country. If a Visa is needed, MSFSC will advise of the proper forms to complete. The Visa application process will take approximately 2-4 weeks. Visa must be issued and received prior to beginning travel to join a ship.

Delays in route may be based on your presentation of the necessary Passport and Visa.

If you lose your Geneva Convention Card, Common Access Card, Passport, Visa or MMC, report it immediately to your shipboard supervisor or your Marine Placement Specialist (MPS) and submit written statements to MSFSC Personnel Security Division (N13) setting forth circumstances concerning loss at the time a new card is issued. Loss of these cards may prevent you from sailing, and if found by unscrupulous individuals, allow them to enter restricted areas.

**TWIC** — The purpose of the TWIC (Transportation Workers Identification Credential), which is overseen by the Department of Homeland Security, is to ensure that ONLY authorized personnel who have successfully completed a security threat assessment have unescorted access to secure areas of MTSA regulated maritime facilities and vessels. All MSC CIVMARs are required to have a TWIC card.

In accordance with the provisions of the Geneva Convention, if you are captured by enemy forces in a combat zone, you may be required to surrender your ID card to your captors.

## STANDARDS OF DRESS

**Uniforms** — CIVMARs shall provide themselves with an adequate supply of prescribed uniforms and work clothes as appropriate for their respective rank. Uniforms and work clothes may be purchased from any dealer selling

# Your Job As A CIVMAR

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articles conforming to these regulations. Secretary of the Navy has approved MSC's request to allow CIVMARs to participate in the Navy Exchange's Navy Uniform Mail Order Program to purchase uniform items. Procedures on how to do so are promulgated by MSC under a separate instruction.

The following is a description of acceptable clothing to be worn during working hours. For all items, unless otherwise noted, MSC will not furnish, launder, or dry clean uniforms or work clothes, except as agreed to in Command Labor-Management negotiations approved by the agency.

## **Officer Work Attire:**

- Dress blue uniform (Masters and Chief Engineers only).
- Khaki work uniform (all officers).
- Cap – If in khaki work clothes, blue ball cap with respective ship's name or combination cap with khaki cover. If in dress blue uniform, wear the cap that has the white cover.
- Black socks and shoes.

In addition, Engine Department officers may (to be coordinated by Master and Chief Engineer) wear fire-retardant boiler suits in lieu of cotton khaki work clothes while on duty. The rank and departmental collar insignia are not required on such suits.

Items furnished onboard ship by MSC to Masters and Chief Engineers are:

- Initial issue of one outfitting of cap insignia, departmental insignia, rank insignia and shoulder boards.
- Buttons (for one Dress blue uniform).
- These items become personal property to whom issued.

Items furnished onboard ship by MSC to all other officers are:

- Initial issue of one outfitting of cap insignia, departmental insignia and rank insignia.

- Newly promoted officers will be provided one set of departmental and rank insignia for their new rank.
- Again, these items become the personal property of the CIVMAR to whom they are issued.

## **Non-officer Attire:**

- Deck, Engine, and Supply (Assistant Storekeepers) - Blue (Chambray) work shirts with collars and buttons down the front, long blue dungarees, black shoes and black socks. The black safety shoes provided or paid for by MSC will meet the shoe requirement. Employees may wear the standard blue Navy ball cap with respective ship's name.
- Cooks, Bakers and Pantrymen – MSC will furnish white steward's jackets, white shirts, white fly-front long trousers, cook's caps, white aprons, to wear with your black or white socks and black shoes.
- Laundrymen and Utilitymen - White steward's jackets (to be furnished by MSC); khaki long trousers, black socks and black shoes.
- Yeoman Storekeepers and Chief RET - Khaki work clothes, black socks and black shoes.
- Any of the above items furnished by MSC remain the property of the U.S. Government.

Deck, Communication, Engine and Supply personnel may wear fire-retardant boiler suits provided by MSC or coveralls in lieu of the prescribed work clothes while on duty, as determined by the Master and Chief Engineer.

*NOTE: The above information was extracted from Civilian Marine Personnel Instruction (CMPI) 594. A copy of the CMPI is maintained by every ship's Purser.*

## **CIVILIAN CLOTHING**

It is important to note that CIVMARs are representatives of the U.S. Government and therefore, shall maintain an appropriate standard of appearance and dress at all times.

Civilian clothing is to be worn by all personnel when off the ship on leave or liberty. Civilian clothing is also to be worn by CIVMARs arriving/departing ship as a leave replacement. No part of the prescribed uniform will be worn with civilian clothes except those articles that do not present a distinct uniform appearance.

## **ASSIGNMENTS**

The respective MPS makes assignments based on the need of the fleet, taking into consideration skills, training, endorsements/license and ability to be assigned to a ship overseas as well as your personal desires. Requests for a specific ship or specific ship type may be made through our Training Center (TC) East Marine Placement liaison (if ashore at the TC) or the ship's purser (once you are assigned). Please note, requests will be considered but cannot always be honored – assignments are based on operational needs.

Ship assignments are a minimum of four months. Requests for leave must be made through the Purser or designated shipboard point of contact at least 60 days in advance of your request date. Government travel will be provided for those mariners assigned to a deployed ship to the CSU. Should a CIVMAR resign while deployed, the government is not obligated to provide transportation back to the United States.

Typically, you will be notified of your ship assignment either while in training or at the CSU. Ship assignments can also be made while a CIVMAR is on

leave. You will be provided with as much information as possible regarding your assignment. In addition, the ship's management will be aware of your arrival and will have an agent (when necessary) to meet you and assist you in getting to the ship. Pack only what you can comfortably carry. Additional clothing/items can be mailed once you have the ship's address. Please travel in civilian attire.

## TRAVEL

According to the Joint Travel Regulations (JTR), MSC will fund travel cost associated with transporting you to/from your assignments, training facilities, CSU and MSFSC. MSFSC provides hotel accommodations and transportation to MSC's Training Center in Freehold, New Jersey, or San Diego, California, at no charge to you. Once you receive your assignment from your MPS, you may be required to travel on TDY travel orders. You may also be issued travel orders to attend training courses, in which you may be authorized a rental car and/or lodging.

All travel orders are requested and approved by your MPS. The CIVMAR Support Division, Disbursing Branch (N872) is responsible for preparing orders and making all transportation arrangements, including rental car and hotel accommodations. Rental cars are only authorized when using SATO endorsed rental companies. Always read the travel orders thoroughly before you begin travel to determine what has been authorized for payment and/or reimbursement, including travel advances, which must be approved in advance. Before you depart the Continental United States (CONUS), make sure you know the port call of the ship and have your travel orders and Government ID available for immigration and customs.

Travel overseas includes several training and administrative requirements before travel orders can be initiated. The CSU staff will assist you in completing the Isolated Personnel report (ISO Prep) questionnaire, survival, evade, Resist, extract (SERE) code of conduct training.

# Your Job As A CIVMAR

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Anti-Terrorism Awareness training, Trafficking in Personnel (TIPS), and any other requirements specific to the destination.

If you have any questions prior to traveling, or to obtain information regarding the contracted bus or hotel, contact the CSC at (800) 793-5784. If you need to make travel changes, modifications must be coordinated with your respective MPS in advance. For Emergency calls during non-working hours, contact SATO at (800) 359-9999.

## **TRAVEL CLAIMS<sup>17</sup>**

Within 5 days of completing travel, you must submit a travel claim (DD Form 1351-2 Travel Voucher). Please ensure that you include travel orders with endorsements and receipts for all claimed expenses including the airline eTicket receipt. Travel claim forms can be obtained from MSFSC, the CSU's or the Ship's Purser.

Mail claims to:

**MSFSC Travel Section N8232**  
**471 East C. Street, Bldg. SP-64**  
**Norfolk, VA 23511-2419**

Or email scanned images of travel claims to:

MSFSC\_TRAVEL@NAVY.MIL

Or fax your claim to:

757-443-2164

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<sup>17</sup> See Appendix for Instructions on Completing Travel Claims and examples.

## **SAILING DAY**

Sailing day refers to the ship's departure and the amount of notice you will have regarding the departure time. This is especially important information for all CIVMARs to be aware of while on liberty. Liberty is the time that you spend away from the ship while it is in a foreign port.

- If you arrive in port for a stay less than twelve hours, the ship's sailing time will be posted at the gangway within 30 minutes of arrival.
- When the ship's stay will exceed twelve hours, sailing time will be posted eight hours prior to scheduled sailing, if before midnight. If sailing is scheduled between midnight and 0800, sailing time will be posted as soon as possible, but no later than 1700 the day prior.
- When the ship arrives on a weekend between 1700 Friday and 0800 Monday and is scheduled to sail prior to 0800 Monday, the sailing time will be posted no later than two hours after arrival.
- The sailing time will be posted no later than 1700 on Friday when the ship is scheduled to sail on a weekend between 1700 Friday and 0800 Monday.
- In the event Friday is a holiday, sailing time will be posted prior to the holiday.
- If Monday is a holiday, the following Tuesday will be substituted in lieu of Monday.
- Whenever the ship's departure time is changed, the new time of departure will be immediately posted.

Normally, liberty expires one hour prior to sailing time. Therefore, plan accordingly. Do not forget to have your CAC and Geneva Convention Card with you at all times while on liberty.

When assigned to a ship, the authority to grant liberty is vested in the Master, contingent upon work requirements, authorized port restrictions, and possession of leave hours, etc.

Should you miss the ship's sailing, which is grounds for separation from MSC service, you should report immediately to the nearest MSC office liaison or Ship's Agent. If there is no such office in the port, go directly to the American Consulate for assistance.

# Your Job As A CIVMAR

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Upon arrival to the ship, climb the accommodation ladder (gangway) to report to the Gangway watch. The Watchstander will notify the Department Head of your arrival and provide an escort to your room for you to leave your possessions. Report to the Purser or Master to receive your bunk card that identifies your position title and billet number. Your billet number identifies your fire, Lifeboat or Life Raft number and damage control stations. You may be required to work immediately upon arrival. If not, learn your ship, emergency stations and emergency exit routes. Become familiar with your ship IMMEDIATELY!

## **SUBSISTENCE<sup>18</sup>**

Subsistence in kind aboard ship shall include three nutritious meals per 24-hour period. Meals shall be the same in the quality and quantity for officers, Chief Petty Officers (CPOs) and other ratings. When CIVMARs have the use of three separate subsistence accommodations, officers, CPOs and other ratings, respectively, shall be subsisted in separate accommodations insofar as practicable. When CIVMARs have the use of two separate subsistence accommodations, officers shall be subsisted in one accommodation with CPOs and other ratings in the other accommodation.

## **QUARTERS<sup>19</sup>**

CIVMARs will be provided with sleeping quarters and restroom facilities with functional heat, light, hot and cold water and linen service seven days a week while assigned to a ship. Living conditions on MSC ships are generally consistent with current maritime industry standards.

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<sup>18</sup> *CMPI 593 defines Subsistence and Quarters.*

<sup>19</sup> *CMPI 593 defines such accommodations and associated bonuses.*

Subsistence (cash in lieu) and Quarters (S&Q) will be provided to eligible CIVMARs who do not live in the local commuting area to the respective CIVMAR Support Unit and also to those attending training at Training Center

East and West. Specific proof of an established residence outside the commuting area is required for authorization of S&Q.

## **SHIP'S STORE AND EXCHANGE PRIVILEGES**

While underway and in port, you will have access to the ship's store. Most MSC ships are fitted with a ship's store where essential items such as toiletries, ship's ball caps, candies, clothing, etc., may be purchased. Hours of operation are set by the ship's Master and store operator; typically the store is open a minimum of 1 to 3 hours each day during at-sea periods, depending on the size of the ship's crew. All purchases will be made using cash only. Personal checks are not accepted at the ship's store. If the CIVMAR is in need of cash, they can cash a personal check with the ship's Purser.

As a CIVMAR traveling outside the United States (including Alaska and Hawaii) you have Post/Base Exchange privileges, which are extended to military personnel. CIVMARs residing on MSC ships also have limited Post/Base Exchange privileges in CONUS ports. These CIVMARs will be issued a DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card by the ship's Purser, to authorize the carrier to shop at the Exchange. The Exchange services operate like small convenience stores where you can buy clothing, toiletries, snacks, etc. These are privileges that should be used responsibly.

## **WELFARE AND RECREATION PROGRAM**

The majority of our ships also offer a lounge, library and weight room for the CIVMAR use during leisure time. Please remember that these items are available for use by all CIVMARs, so it is important to keep them in good condition.





## 6. Medical Requirements

### PHYSICAL EXAMINATION

MSC shipboard duties are often strenuous and require extended periods at sea. Medical requirements have been developed to protect the health and safety of all MSC CIVMARs. All CIVMARs will be screened prior to assignment to a ship to review their current medical status. Federal regulations require two different types of examinations:

- **DoD – prescribed Report of Medical History and Medical Examination** – this exam is required at ages 40, 45 and 50, every two years for those between 50-60 years of age and annually for those over 60.
- **The Occupational Medical Surveillance/Certification Examination** – these specialty examinations are based on ratings and the periodicity is variable.

The Medical Services Officer (MSO), prior to detachment from the ship, will conduct a medical screening upon arrival and departure from the ship to determine if any examinations are required.

### HEALTH RECORD

Every CIVMAR has an Original and Supplemental Medical Record. MSFSC's Medical Office (N02M) in Norfolk maintains the Original Record and the CIVMAR is responsible for his/her Supplemental Record. When reporting or departing a ship, each CIVMAR must report to the MSO or Medical Department Representative to deliver/pick up his/her Supplemental Record. When not assigned to a ship, you must take this record to your private healthcare provider on medical visits and to the CSU for medical screening to determine your physical examination requirements.

# Medical Requirements

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## DISEASE RISK AWARENESS

Overseas travel will expose you to a variety of people and environments, which may increase your risk for a communicable disease. Many different diseases can be acquired from people, insects or animals, as well as from food and water. Diseases that are rare in the United States, such as rabies and polio, are still prevalent in many third world countries. Tuberculosis is an ever-present danger throughout many parts of the world. Of particular importance is the increasing threat of serious or terminal diseases such as HIV and Hepatitis. HIV and Hepatitis can be contracted by sexual contact; or by sharing needles, razors, tooth brushes, etc.; or by devices used in body piercing and tattoos.

Special immunizations may be required to enter certain ports or sail in particular areas of the world. If you have previous vaccination records, you should obtain them for review by MSFSC medical personnel as some may be transcribed into your record and may prevent the need for re-vaccination.

Your MSO will have access to the latest medical intelligence and worldwide disease risk assessments. Before any port calls, the MSO will provide a briefing to all hands on health issues and make available any preventative measures needed. Crewmembers taking extended liberty or leave in a foreign port should consult the MSO prior to departure for any disease risk information, immunizations or other medical entrance requirements.

## MEDICAL CARE

On most ships, there is a MSO onboard who is able to provide medical care for minor injuries or illnesses. In the event of a serious illness or injury requiring more sophisticated treatment, the MSO will assist in seeking medical care from Federal health care facilities or private sources, as appropriate.<sup>20</sup>

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<sup>20</sup> See Health Insurance, Chapter 9.

If you get sick or injured on the job, immediately inform your Department Head, before the start of your shift if possible. She/he will advise you of the forms to submit, complete a Department of Labor Form CA-1, if applicable, approve any use of sick leave and revise the work schedule in order to redistribute the workload in your absence. To cover non-work related injuries or illness while overseas, it is highly recommended that you have International Insurance coverage.

Prompt reporting of injuries not only protects you, but also assists MSC in correcting potentially hazardous conditions. You may also be entitled to benefits through the Office of Workers' Compensation Program (OWCP), U.S. Department of Labor.<sup>21</sup>

In all events concerning sick leave, you will be required to submit medical summaries from your physician to the MSFSC Medical Office (N02M) in Norfolk to support the sick leave request to your MPS.

If you are in a Not Fit for Duty (NFFD) status for any reason, DO NOT assume that because your personal doctor has written Fit for Duty that you can report to duty. MSFSC Medical Office (N02M) determines fitness for duty. Do not arrange any travel until you are notified by MSFSC Medical Office (N02M) that you are found fit for duty in accordance with MSC medical standards. Once you have been made Fit for Duty (FFD) by MSFSC Medical, you should contact your MPS regarding orders or reporting to the pool.

If you have been medically repatriated off a ship due to a work related injury, you must keep MSFSC Medical Office (N02M) updated as well as the OWCP/Health Benefits staff. Follow standard operating procedures to contact the Force Medical Officer, or contact the CSC at (800) 793-5784.

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<sup>21</sup> See *Workers' Compensation, Chapter 9.*

# Medical Requirements

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The Medical Office can modify duty status (fit or non-fit), but type of leave desired (SL, AL, LWOP) must be requested through your MPS. If you are under treatment for a chronic medical condition and/or take medications regularly, you will be required to see your physician annually (sometimes more frequently) for follow-up and submit a summary for review by the MSFSC Medical Office (N02M) in Norfolk. If you are onboard ship during this time, it is your responsibility to ensure that you ask for a timely relief or ship's leave in order to complete required appointments. Medical Summary Forms are available from MSO's, the CSU East and West Medical Offices in Norfolk and San Diego, or can be downloaded from the MSC website at [www.msc.navy.mil/civmar/medical.htm](http://www.msc.navy.mil/civmar/medical.htm). Prior to assignment, CIVMARs are expected to have a six month supply of any necessary prescriptions, or have a reasonable means to obtain required medications while assigned. When traveling, prescription medications should always be carried with you and not packed in checked baggage.

Safety eye glasses may be ordered for you at MSC expense if required for your job. Contact the medical personnel at either the CSU East or West pool or the MSO onboard your ship for more information.

## DENTAL CARE

You are advised to have routine dental examinations and care accomplished while on leave or prior to deploying in order to avoid repatriation while assigned to a ship. MSC does not provide dental services onboard ship. Refer to your health insurance/dental plan.<sup>22</sup>

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<sup>22</sup> See Health Insurance and Dental Plans, Chapter 9.

*NOTE: If you should have any medical questions or concerns, please contact the CSC at (800) 793-5784 or MSFSC Medical Office in Norfolk at (757) 443-5760.*



# 7. Holidays and Pay

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## HOLIDAYS

For pay purposes, when a holiday falls on Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday. The ten legal public holidays for CIVMARs are:

- New Years Day (*January 1<sup>st</sup>*)
- Martin Luther King's Birthday (*3<sup>rd</sup> Monday in January*)
- President's Day (*3<sup>rd</sup> Monday in February*)
- Memorial Day (*last Monday in May*)
- Independence Day (*July 4<sup>th</sup>*)
- Labor Day (*1<sup>st</sup> Monday in September*)
- Columbus Day (*2<sup>nd</sup> Monday in October*)
- Veteran's Day (*November 11<sup>th</sup>*)
- Thanksgiving Day (*4<sup>th</sup> Thursday in November*)
- Christmas Day (*December 25<sup>th</sup>*)

Also, when by Executive Order or other means a holiday for leave and pay purposes is granted to all Federal Government civilian personnel, U.S. CIVMARs will also be granted a holiday for leave and pay purposes unless otherwise prohibited.

## PAY

Base pay is pay you earn commensurate with the size, level of automation, and type of ship. Premium pay is additional compensation over and above base pay to include overtime, penalty pay, hazardous pay and bonus provision(s).

CIVMARs are paid on a biweekly pay period, 112 hours basis, with pay every other Friday. Normally 26 pay periods per year.

# Holidays and Pay

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If you are not able to be relieved as scheduled, you may be entitled to an Overdue Relief Award. The Overdue Relief Award is payable at the rate of \$25.00 per day (for day 1-45) and accrues beginning when you arrive at first port after overdue date (date you requested to be relieved) and ends when you have been relieved and you depart the ship. The rate increases to \$50.00 per day for day 46 and thereafter.

Hazardous pay may be payable under certain dangerous conditions when 50 short tons or more of explosives or dangerous cargo are aboard ships, or when you are required to handle explosives or dangerous cargo. You may be entitled to hazardous pay<sup>23</sup> at the rate of 10% of basic pay. Any questions about premium pay must be addressed with your MPS, Purser, or Master.

In order for you to be paid, time and attendance (T&A) data must be submitted to payroll. If you are in the pool, training, or on leave, your respective MPS will submit your T&A. If you are onboard a ship, the ship's Purser or Master will submit your T&A. Follow your chain of command for questions regarding pay.

Federal taxes are deducted as calculated on the Withholdings Allowance Certificate Form (W-4). If you claim 'exempt' or more than ten (10) exemptions, a new W-4 must be submitted at the beginning of each year.

The payroll system cannot accommodate state tax deductions. It is highly recommended that CIVMARs contact their respective state revenue office or set up a voluntary allotment for state filing purposes.

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<sup>23</sup> See Hazardous Pay, CMPI 610.

After payroll is processed, a *Leave and Earnings Statement* (LES) file is transmitted to the ship's Purser or Master to print and distribute to each mariner onboard the ship. If a mariner is on leave or in the pool, the LES will be mailed to his/her current mailing address on record. If you do not receive a LES, please immediately contact the CSC at (800) 793-5784.

All CIVMARs are required to participate in *direct deposit/electronic funds transfer* as the method of all payment from MSC. Pay is electronically deposited to an account with a financial institute as designated by the CIVMAR on the Direct Deposit Sign Up Form, Standard Form-1199A.

Allotments, or direct payments from a paycheck, may be established on the SF-1199A. Up to three (3) voluntary and five (5) mandatory allotments are allowed. Allotments may be made to your dependents' financial institution, child support agencies, commercial loan institutions, collection agencies, and government agencies for travel indebtedness or military deposits. In rare exceptions where an electronic allotment cannot be utilized, paper checks will be issued.

See your Purser or Master (on ships without Purser) for making changes to your allotments or direct deposit information. If not assigned to a ship, you may fax or email change including name of financial institution, Routing Transit Number (RTN) of financial institution, checking or savings, account number and amount of allotment. Also include your name, SSN and contact Info (phone or email) to MSFSC Payroll section. Fax number 757-443-2269 or email to MSFSC\_Payroll@Navy.Mil.

MSC allows CIVMARs onboard ships to make a draw (receive cash) against their earnings to date (including premium pay) within the current pay period. The maximum amount a CIVMAR may draw is 50% of gross pay earned as of that date. To request a draw, contact the Purser, or the Master on ships without a Purser.

## **PAY AND LEAVE DISCREPANCIES/DISPUTES**

If you are aboard ship and notice leave and pay discrepancies, contact your supervisor. If you are not assigned to a ship, contact your MPS or the CSC.

# Holidays and Pay

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The premium pay dispute form is the document used for CIVMAR question(s) concerning the applicability of CMPIs with regard to pay.<sup>24</sup> Accordingly, all premium pay dispute forms shall be submitted to the Purser (or Master in the absence thereof) within 30 days of the time in dispute. The Purser shall ensure that the respective Department Head and Master complete each section as appropriate and forward this form to Labor Relations (LER) N171 at MSFSC\_LER@NAVY.MIL within 15 days for final resolution. Where a dispute exists concerning whether premium pay work was assigned or performed, the questions will be resolved under the provisions of the applicable negotiated grievance procedure.

## GARNISHMENTS

Federal law authorizes the pay of civilian employees of the Federal government to be garnished (or attached) for the payment of child and/or spousal support or the repayment of legal debt, in accordance to 5 C.F.R. Part 581 and 582. In order to implement a garnishment or wage attachment against any civilian employee, an income withholding order, or similar process, must be served.

MSC receives numerous requests for information with respect to garnishment of civilian employees wages. The following is provided for guidance and information with respect to the Agency's requirement to implement all valid orders for mandatory wage withholding for support and commercial debt.

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<sup>24</sup> See *CMPI 610.19*.

**Garnishment Orders for Support** — MSC employees, whether shoreside or afloat, are designated as Federal employees. Pursuant to 15 USC 1673 and SECNAVINST 7200.16, the Agency is required to honor any order for the support of any person issued by a court of competent jurisdiction or in accordance with an administrative procedure. In addition, 15 USC sets forth the percentage of an employee's pay that the agency can withhold.

**Garnishment Orders for Commercial or Private Debt** — Through Section 9 of Public Law 103-94, Hatch Act Reform Amendments of 1993, Congress authorized the garnishment of Federal civilian employee's wages for commercial debts. Once a private debt has been reduced to a judgment by a court of competent authority and a Garnishment Order is properly serviced upon the agency, the agency will honor it. For purposes of this law, a commercial or private debt is any debt owed for other than child support or spouse support.

**Process** — When the Agency receives a Garnishment Order, it is reviewed by the Office of Counsel to ensure that the order is legally sufficient, has been properly served upon the agency, and that it specifically requires the agency to withhold a specific amount of money from an employee's bi-weekly salary, until such time as the agency receives an amended or modified order from the court having jurisdiction. Garnishment Orders for support payments take priority over a garnishment for private debt. While the agency will advise the employee of his/her rights and responsibilities, the Office of Counsel cannot represent the employee. Because mariners are at sea for extended periods, it may be advisable to authorize someone at home, by power of attorney or other means, to ensure all private obligations are kept current to avoid the possibility of wage garnishment.

Should you have any questions concerning Garnishments, contact the MSFSC Office of Counsel at (757) 443-1227. Questions about your pay should be directed to the CSC at (800) 793-5784.





## 8. Leave

The granting of leave is discretionary with the approving authority. Civilian marine personnel on annual leave are subject to recall. Specifics are covered in CMPI 630.2. When assigned to a ship, the authority to grant leave and liberty is vested in the ship's officers, contingent upon work requirements, authorized port restrictions, possession of leave hours, etc. When not assigned to a ship, the authority to grant leave is with MSFSC, specifically the respective MPS. Normally, such leave is granted upon the minimum completion of four-month service tour. CIVMARs must make every effort to request leave at least 60 days in advance.

Leave is accrued each bi-weekly pay period. The major leave categories are explained here.

**Important note:** The MPS cannot place a CIVMAR in any leave status unless a valid leave request has been submitted and approved. When a CIVMAR is sick or been found Not Fit For Duty (NFFD). It is the CIVMAR's responsibility to submit a request for sick leave to the MPS. The Medical staff cannot do this for the CIVMAR.

**Annual Leave** — Annual leave accrues according to the total years of federal service, as indicated on block #31 of your Notification of Personnel Action (SF-50). Those who served in the military have exceptions.

Annual leave is charged in one-hour increments. Any leave accumulated in excess of 360 hours is subject to forfeiture if not used within the calendar year. Forfeited leave may be restored provided the Employee Relations Division (N17) grants authorization as outlined in CMPI 630.2-4.

CIVMARs who fail to report to duty after an approved leave of absence may be subject to disciplinary action.<sup>25</sup>

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<sup>25</sup> See Chapter 11.

## Annual Leave Accrual Rate:

Years of Service	Accrued Leave per Bi-weekly Pay Period	Accrued Leave Per Year
Up to 3 years	4 hours	13 days
3 to 15 years	6 hours ( <i>10 hrs in last pp</i> )	20 days
15 years and over	8 hours	26 days

Upon separation from the Federal Service, you will be paid a lump sum for all unused accumulated annual leave, unused restored annual leave, plus any compensatory time you may have.

**Shore Leave** — CIVMARs also earn additional days of vacation called “shore leave” at the rate of one day of shore leave for each 15 calendar days on one or more extended voyages on MSC oceangoing ships. The CIVMAR does not earn shore leave during periods in which he/she is not assigned to a ship (i.e. in training, on leave, etc.). The minimum charge for using shore leave is one full eight-hour day; however, you may accumulate shore leave without a maximum limitation. Shore leave must be used throughout your career and not stock piled. Shore leave is lost upon separation and there is no entitlement to be paid for unused shore leave.

**Sick Leave** — Sick leave is used when a CIVMAR becomes ill or is injured and is unable to perform light duty. It is earned at the rate of four hours per pay period or 13 days each year and charged in one-hour increments. There is no limit to the amount of sick leave a CIVMAR may accrue in his/her career. When sick leave is diminished, annual leave may be used. If the CIVMAR does not have leave available when he/she becomes ill or injured and he/she is on a voyage, the employee is entitled to “continued pay” until he/she is returned to the CSU, MSFSC, or the ship returns to the port it normally operates from, whichever occurs first. “Continued pay” is essentially the employee’s base pay.

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**Advanced Sick Leave** — An employee may request up to 240 hours (30 days) of advance sick leave to cover any unexpected medical condition. The request for advance sick leave must be submitted on a leave application, signed and supported by medical documentation. Upon return to duty status, the CIVMAR is required to pay back borrowed sick leave as it replenishes.

### **Sick Leave to Care for a Family Member with a Serious Health**

**Condition** — Full-time employees may use up to 40 hours (5 days) of sick leave each leave year for family care and bereavement purposes. An additional 64 hours (8 days) may be used as long as a balance of at least 80 hours of sick leave is maintained.

**Sick Leave for Adoption** — *(Section 629(b) of Public Law 103-329, September 30, 1994.)* Federal employees are entitled to use sick leave for purposes related to the adoption of a child. In addition, employees may substitute sick leave retroactively for all or any portion of annual leave used for adoption-related purposes between September 30, 1991, and September 30, 1994.

**Emergency Leave** — The default authorization is 30 days and all requests for extensions must be approved in advance. The immediate family member, i.e., wife, parent, sibling, or family physician must contact the local Red Cross, provide information as to where the CIVMAR is, and explain the emergency situation.

It is important that all CIVMARs keep their family apprised of their current ship assignment and rating. The Red Cross will need this information in order to contact MSFSC for assistance in reaching you in an emergency situation.

The Red Cross will investigate and determine if the request is justified and valid. Embassy can help if there is not a Red Cross in areas like Philippines. Once Red Cross verifies it as a valid request, Red Cross will contact the

ship, and ship's management has the authority to approve leave in emergency situations.

Upon arrival in port, the CIVMAR is responsible for calling his/her MPS for further instructions. As soon as the emergency has ended, contact your MPS by phone or written/electronic correspondence.

Although emergency leave is authorized for 30 days, you must notify your MPS if you anticipate that the situation will exceed two weeks. If the situation will require more than 30 days, contact the Employee-Labor Relations Branch (N17) to request LWOP or ask about other leave programs available.

**Leave Without Pay (LWOP)** — A temporary absence from duty without pay granted at management discretion upon the request of the employee.

## LEAVE PROGRAMS

Listed below are the leave programs available on a case-by-case basis:

**Family and Medical Leave Act of 1993 (FMLA)** (*Public Law 103-3, February 5, 1993, Effective on August 5, 1993*) — Covered employees are entitled to a total of 12 administrative work weeks of unpaid leave (leave without pay) during any 12 month period for:

- (a) the birth of a son or daughter and care of the newborn;
- (b) the placement of a son or daughter with you for adoption or foster care;
- (c) the care of your spouse, son, daughter, or parent with a serious health condition; and
- (d) your own serious health condition that makes you unable to perform the duties of your position.

You may substitute unpaid leave for annual leave or sick leave in situations in which the use of sick leave is permitted under the FMLA.

Upon return from FMLA leave, an employee must be returned to his or her permanent position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

**Leave for Bone-Marrow or Organ Donation** (*5 USC Section 6327 as amended by Public Law 106-56*) — Each calendar year, in addition to annual or sick leave, Federal employees are entitled to use up to 7 days of paid administrative leave to serve as a bone-marrow donor and up to 30 days of paid administrative leave to serve as an organ donor.

**Federal Leave Sharing/Voluntary Leave Transfer** (*Public Law 103-103, October 8, 1993, Permanent program effective since January 31, 1994.*) — Federal full-time employees may transfer accrued annual leave, not sick leave, to another federal employee who needs such leave because of a medical emergency that is likely to require an employee's absence from duty without available paid leave for at least 24 hours.





## 9. MSC Benefits

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As a new permanent employee, there will be several benefits that you can elect to participate in. To learn about the most current benefits programs, please visit <http://www.public.navy.mil/donhr/Benefits/newemployee/Pages/Default.aspx>.

On this website, CIVMARs will find information on:

- Life Insurance
- Health Insurance
- Dental and Vision Insurance
- Flexible Spending Accounts
- Long Term Care Insurance
- Thrift Savings Plan

There is also a direct link to the Benefits Hotline number associated with each of these benefits programs that will allow you to speak one-on-one with a specialist.

For current CIVMARs the site also features relevant information on how to update your current benefits selections and allocations.

Benefits updates are also listed on the [www.msc.navy.mil/msfsc](http://www.msc.navy.mil/msfsc) website under the CIVMAR tab.

Employee Benefits Information System (EBIS) is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan (TSP) contribution elections, review general and personal benefits information, and calculate retirement estimates 24 hours a day, 7 days a week.

If you separate from your position, your access to EBIS is discontinued. After you retire you must contact the Office of Personnel Management

at 888-767-6738 for assistance regarding benefits changes or retirement questions.

DoN policy requires all civilian employees to make benefits elections electronically. Paper forms are not accepted for these transactions. If you need assistance with a transaction contact the Benefits Line.

## **THE FEDERAL EMPLOYEES' COMPENSATION PROGRAM (FECA)**

The Federal Employees' Compensation Act (FECA) is a law that provides compensation benefits to civilians for rehabilitation, medical, surgical and necessary expenses to injured employees. It also provides compensation to dependents if the job-related injury or disease causes the employee's death.<sup>26</sup>

**Medical Benefits** — An employee is entitled to medical, surgical and hospital services and supplies needed for treatment of an injury as well as transportation for obtaining care. The injured employee has initial choice of physician and may select any qualified local physician or hospital to provide necessary treatment or may use agency medical facilities if available. Except for referral by the attending physician, any change in treating physician after the initial choice must be authorized by the Department of Labor (DoL), Office of Workers Compensation (OWCP). Otherwise, OWCP will not be liable for the expenses of treatment.

**Compensation for Temporary Total Disability** — An employee who sustains a disabling, job-related traumatic injury may request continuation of regular pay (COP) for the period of disability not to exceed 45 calendar days or sick or annual leave. If disability continues beyond 45 days or the employee is not entitled to COP, the employee may use sick or annual leave or enter a LWOP status and claim compensation from OWCP.

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<sup>26</sup> See Appendix for additional information on the Worker's Compensation Program.

*NOTE: To obtain compensation benefits for a traumatic injury, within 30 days of the injury, complete and forward Form CA-1 (Notification of Traumatic Injury) to MSFSC-Benefits. If medical treatment is needed, complete Form CA-16 within 48 hours to obtain authorization from your Supervisor or Master for treatment by a physician or hospital of your choice. Medical evidence of a disabling traumatic injury must be submitted within ten workdays to receive COP benefits.*

When disability results from an occupational disease i.e., a condition which develops over a period of time, the employee is not entitled to COP. The employee may use sick or annual leave or enter a leave without pay status and claim compensation.

*NOTE: To obtain compensation benefits for an Occupational Disease or Illness, within 3 days of the date you realized the disease or illness was caused or aggravated by the employment, complete Form CA-2 (Notification of Occupational Disease and Claim for Compensation) and forward to MSFSC-Benefits. You must submit specific detailed information and the checklist(s) (Form-35, A-H) that addresses the particular occupational diseases.*

Anyone acting on behalf of an incapacitated injured employee, including a supervisor, may report the injuries by completing and signing the Form CA-1 or CA-2, and then submitting it to the employee's supervisor.

**Compensation for Loss of Wages** — An employee can receive compensation payments for as long as the medical evidence shows that total or partial disability is related to the accepted injury or condition. An employee must be in a LWOP status before compensation for wage loss is payable. Lost wages may not be paid until after a three-day waiting period, except when permanent effects result from the injury or where the disability causing wage loss exceeds 14 calendar days. Compensation is generally paid at the rate of two-thirds of the salary if the employee has no dependents and three-fourths of the salary if one or more dependents are claimed.

If an employee suffers a permanent injury, which prevents a return to usual work, OWCP assists in obtaining reemployment. The Vocational Rehabilitation Program assists partially disabled employee(s) in returning to work. This can be accomplished through providing such services as

counseling and guidance, vocational assessment, training, and assistance. If an employee refuses to participate in the rehabilitation program, OWCP will assume that rehabilitation would have resulted in return to work with no loss of earning capacity, and then reduce the compensation to zero.

**Compensation for Permanent Effects of Injury** — If, as a result of employment, an employee suffers permanent and/or partial disability or disfigurement, the FECA provides a schedule of payments for the loss or loss of use of specified members, functions, and organs of the body. The schedule award is paid when the medical evidence established that the part of the body has reached maximum medical improvement. It is paid on the same basis that wage loss compensation is paid, i.e., two-thirds or three-fourths of the employee's pay rate.

**Leave Buy Back** — If an employee uses his/her sick and/or annual leave due to an on-the-job injury, such leave may be repurchased. Any compensation payment is to be used to partially reimburse the agency for the leave pay. The employee must also arrange to pay the agency the difference between the leave pay based on 100% of the employee's usual wage rate and the compensation payment, which is paid at two-thirds or three-fourths of the wage rate. The agency will then restore the leave to the employee's leave record. If an employee repurchases sick or annual leave during the same tax year in which the leave was used, the amount repaid is excluded from the claimant's taxable income for the year.

*NOTE: To obtain compensation for wage loss, permanent effects of injury, or leave buy back, complete Form CA-7, "Claim for Compensation on Account of Traumatic Injury or Occupational Disease," and forward to MSFSC-Benefits.*

**Compensation for Death** — OWCP provides for payment of up to \$800 funeral expenses in death claims, and \$200 to the estate for the cost of terminating Federal employment status. If there is no child eligible for benefits, the widow or widowers monthly compensation is 50% of the

employee's pay at the time of death. If there is a child or children eligible for benefits, the widow or widower is entitled to 45% and each child is entitled to 15%. If the children are the sole survivors, 40% is paid for the first child and 15% for each additional child shared equally. Survivor benefits are payable under workers' compensation only if the employee's death is caused by the injury for which compensation is being or could be paid. If the former employee was receiving workers' compensation benefits but had not made timely application for disability retirement (one year from the effective date of the removal-disability), no retirement survivor annuity can be paid.

**Cost-of-Living Increases** — Compensation payments on account of a disability or death which occurred more than one year before March 1<sup>st</sup> of each year are increased on that date by any percentage change in the Consumer Price Index published for December of the preceding year.

**Settlements with Third Parties** — Where an employee's injury or death in the performance of duty occurs under circumstances placing a legal liability on a party other than the United States, a portion of the cost of compensation and other benefits paid by OWCP must be refunded from any settlement obtained. OWCP will assist in obtaining the settlement and the Act guarantees that the employee may retain a certain proportion of the settlement (after any attorney fees and costs are deducted) even when the cost of compensation and other benefits exceeds the amount of the settlement.

**Hearing, Review, and Appeal Rights** — If an employee or his/her survivors disagree with a final determination of the OWCP, an oral hearing may be requested in writing within 30 days of the decision. The employee will be given an opportunity to present an oral hearing or written evidence in further support of the claim. An employee may request review of the written record

## MSC Benefits

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by a hearing representative appointed by the Director of OWCP (also within 30 days of the decision letter). A request, in writing, that OWCP reconsider its decision, must be made within one year of the date of the decision and sent to the appropriate district office. The employee or survivor may also request review by the Employees' Compensation Appeals Board (ECAB). Because the ECAB rules solely on the evidence of record at the time the decision was issued, no additional evidence may be presented.



# 10. Professional Development and Support

## TRAINING OPPORTUNITIES

MSC offers internal and external training opportunities to all CIVMARs in accordance with current MSC policy and requirements for specific ratings and ship class. Internal training opportunities typically include classes taught by MSC at one of our in-house schools, such as Fire Fighting and Small Arms. External training includes classes offered by the Navy, other government agencies, maritime schools and other commercial vendors.

All newly hired personnel are required to attend mandatory training in Freehold, New Jersey or San Diego, California for three to six weeks of training. During this training, CIVMARs will receive Standards of Training, Certification and Watchkeeping 95 (STCW-95) required by the USCG and MSC specific training. All required training must be completed prior to ship assignment.

STCW-95 Required Training consists of:

Course	Length of Class	Refresher Period
Basic Shipboard Firefighting	3 days	5 years
First Aid	1 day	5 years
Personal Safety and Social Responsibility	1 day	5 years
Personal Survival	2 days	5 years

**The US Coast Guard requires certificates of completion for STCW-95 training to be valid. Sea Service Books are not acceptable substitutes for STCW certificates.**

# Professional Development & Support

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MSC Specific Required Training consists of:

Course	Length of Class	Refresher Period
Damage Control	2 days	5 years
Chemical, Biological & Radiological Defense (CBR-D)	1 day	5 years
Small Arms*	3 days	Every year
Helicopter Firefighting	1 day	5 years
Naval Occupational Safety & Health (NAVOSH)	1 day	5 years
Environmental Programs	1 day	5 years
Anti-terrorism Awareness	1 day	Every year
Ammunition/Explosive Training*	3 weeks	Varies

\* *Designated Personnel only*

There are training matrices for all ship classes. These matrices identify by rating and ship class the minimum training competencies crewmembers should have to adequately perform the jobs.

MSC also offers other training not contained on the training matrices, which MSC determines to have value to the overall effectiveness of the organization.

## UPGRADE TRAINING

When shortages of specific ratings occur, a supervisor may recommend a CIVMAR to be selected for upgrade training. This training prepares CIVMARs to receive a higher endorsement to fill vacant positions by successfully completing the courses at specific training schools. Upgrade programs currently advertised include Wiper Advancement Program (WAP), Deck Engineer Machinist Advancement Program (DAP), Electronic Technician Advancement Program (ETAP), Ordinary Seaman Advancement Program (OSAP) and Licensed Deck Officer Upgrade Program. Upon successful completion of an upgrade program, the CIVMAR must apply for the higher level position utilizing merit promotion procedures.

## REIMBURSABLE TRAINING

MSFSC has a number of programs to assist CIVMARs in obtaining higher-level credentials, such as USCG Licenses, Merchant Mariner Credentials (MMC) and related endorsements. In some cases MSFSC may reimburse CIVMARs for this training. All training that will be paid for by the command, or reimbursed to a CIVMAR must be approved before the class begins. CIVMARs are cautioned not to enroll in a course and expect reimbursement unless they entered into a agreement with MSFSC beforehand.

CIVMARs may find additional information on training in various Training Bulletins. These bulletins are published and updated as needs and programs change. Current bulletins include the following:

- Ordinary Seaman Advancement Program – Jun 10
- STCW Rating Forming of a Navigational Watch – Nov 10
- STCW Rating Forming of an Engineering Watch – Rev Sept 10
- SRS Development Program – Bulletin Jan 10
- Licensed Deck Officer Upgrade Opportunities – Jun 10
- Reimburable Upgrade Training – Jun 10
- Deck Engineer Machinst Advancement Program – Dec 08
- Electronic Technician Advancement Program - Jun 10
- Towing Officer's Assessment Record Workbook - Rev Oct 10

These bulletins and other schedules of MSC and Navy training may be found on the MSC website at: <http://www.msc.navy.mil/civmar/training.htm>.

**Navy Knowledge Online** — Navy Knowledge Online (NKO) is a web-based system that serves as the access point to education and training resources to help personnel attain professional and personal success. Any computer with Internet access can utilize the site. To log into NKO, you must have an

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active user account. Having an NMCI account **does not** mean there is an NKO account or that the user name will be the same.

NKO accounts are available to Navy, Marine Corps and Coast Guard (Active, Reserve, Retired and their Dependents), Civil Service, Delayed Entry Personnel, Naval Academy Midshipmen, and DoN Contractors. As a CIVMAR, you should be able to create an account by clicking the “Register as a new user” link on the login page of [www.nko.navy.mil/portal/home/](http://www.nko.navy.mil/portal/home/). If you are unable to create an account, use one of these methods to contact the NKO help desk:

- COMM: (850) 452-1001, Option 1
- Toll Free: (877) 253-7122, Option 2
- DSN: 922-1001, Option 1
- email: [nln.helpdesk@netc.navy.mil](mailto:nln.helpdesk@netc.navy.mil)

The ship’s library maintains books and manuals to be loaned to you for self-study. If interested, contact the training officer to sign out the appropriate materials.

**To Request Training** — Contact your Department Head, Chief Mate and/or Master or your MPS to request desired training.

MSFSC’s CIVMAR Training Branch (N16) processes all training requests for CIVMARs and provides information on training schedules, course descriptions, training requirements, etc., for required training, significant training and other professional training.

If you have any questions regarding training, send inquiries to [MSFSC\\_CIVMAR\\_TRNG@NAVY.MIL](mailto:MSFSC_CIVMAR_TRNG@NAVY.MIL) or call the CSC at (800) 793-5784.

## AWARDS

The awards program recognizes and rewards an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness and economy of the government. The awards program is designed to encourage full participation of all personnel at all levels in improving MSC, Department of the Navy, Department of Defense and government operations.<sup>27</sup>

The following awards pay cash or grant time off either individually or to a group:

- **Special Act** — one-time act/service or achievement of a non-recurring nature, i.e. courageous handling of an emergency or the performance of a particular task or assignment with special effort or innovation.
- **On-the-Spot** — allows immediate reinforcement for exceptional performance beyond the normal bounds of a CIVMAR's job.
- **Time Off Awards** — superior accomplishment or personal effort that contributes to the quality, efficiency or economy of government operations.
- **Overdue Relief Compensation Award** — payable to all CIVMARs who have completed their four-month tour and have submitted their name to MSFSC 60 days in advance of their requested relief date, but who remained onboard and fulfilled the position requirements until proper relief arrives or otherwise relieved of duty.
- **MSFSC Shipmate of the Year** — all unlicensed CIVMARs are eligible.
- **MSFSC Mariner Award of Excellence** — awarded to CIVMARs below the rank of Master or Chief Engineer.
- **MSFSC Marine Employee of the Year Award** — one candidate selected from all MSC Mariner Award of Excellence winners.

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<sup>27</sup> COMSC Instruction 12451.4a details the specifics for this program.

# Professional Development & Support

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- **MSFSC Distinguished Career Achievement Award** — CIVMAR officers of any rank with at least FIVE years of continuous service are eligible.
- **MSFSC Special Act** — up to five officers nominated but not selected for the Distinguished Career Achievement Award.
- **Towing Officer Assessment Record Award Program** - provides incentive awards and recognition to Deck Officers completing and maintaining TOAR and Designated Examiner qualifications.

## PROMOTIONS

Military Sealift Command is an equal opportunity employer. Selections for promotions are made solely based on merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factors.

You will be afforded many promotional opportunities throughout your career with MSC. As vacancies exist, MSC is proud to fill positions with excellent and deserving employees from within the ranks through merit promotion procedures in accordance with MSFSC's Merit Promotion Program.

Promotion Opportunity Announcements (POAs) are posted on official bulletin boards on all ships, CSUs, and on [www.msc.navy.mil](http://www.msc.navy.mil). Announcements list the minimum eligibility requirements and the knowledge, skills, and abilities (KSA) essential for successful performance in the position.

To earn the highest rating possible, it is your responsibility to submit a complete application package as indicated on the specific POA and provide detailed information in response to the specific KSAs within the time limits of the announcement.

All application documents **MUST** be postmarked by the cut-off or closing date of the announcement. Applications received **before** the opening date or **after** the closing date will **not** be processed.

Completed applications will be accepted via mail, email, fax or in person. Late or incomplete applications will not be processed. Applications and supporting documents will not be returned or copied once submitted.

In order to be permanently promoted, the selectee must be:

- a) Fit for duty
- (b) Clear of any adverse or disciplinary action
- (c) Able to obtain and maintain the appropriate security clearances
- (d) Performing Satisfactory – Selectees who are performing at a below satisfactory level at the time of selection are not eligible to be considered until their performance has improved
- (e) Trained – Must have completed the required training for the position and possess current training certifications as identified in the POA (Exception: possess previous commercial/military equivalent training, as deemed by the Training Specialist.)

If assistance is required to complete the application process, interested applicants should call the CSC at (800) 793-5784 and refer to the “How to Apply” section of the POA.

Temporary promotions are sometimes offered to CIVMARs who hold the qualifications for a higher position, but have not been selected for permanent promotion. These temporary promotions provide excellent opportunities for gaining experience and demonstrating to a promotion board a CIVMAR’s readiness to take on the greater responsibilities of a higher paygrade.

CIVMARs must keep in mind that temporary promotions are of short duration and are used when shortages exist in particular ratings. The CMPI requires

that personnel who have been temporarily promoted will be relieved as soon as possible by a CIVMAR holding that permanent rating. Therefore, the CIVMAR on a temporary promotion may be relieved at any time after taking the assignment. There can be no guarantee that a CIVMAR on a temporary promotion will be able to complete a full tour, nor does a temporary promotion guarantee continued assignment to a particular ship.

## **SURFACE RESCUE SWIMMING PROGRAM**

To accomplish MSC's mission to supply food, fuel, equipment and ammunition, Vertical Underway Replenishments (VERTREPs) are performed using helicopters to load and unload cargo. The Surface Rescue Swimming (SRS) Program has been established to ensure the ability and readiness of rescue operations at sea. It is comprised of a cadre of CIVMARs who are trained and skilled to assist in the event of an emergency. As a collateral duty to their current rating, the Surface Rescue Swimmer evaluates the condition of survivors in the water and provides immediate medical (due to injury), physical (due to loss of mobility) and emotional (due to trauma of events) assistance to ensure their successful recovery. All participants must pass a variety of physical endurance tests, be medically fit and CPR Certified. Training to become a SRS is sponsored by MSC.

As an incentive for those interested in participating in the SRS Program, a CIVMAR who successfully completes and maintains his/her SRS Certification may receive:

- A graduation incentive cash award.
- Opportunities for on-the-spot monetary awards and time off awards based on aspects of service.

If you are interested in applying for the SRS Program, contact the CSC at (800) 793-5784 or N16 at [MSFSC\\_CIVMAR\\_TRNG@NAVY.MIL](mailto:MSFSC_CIVMAR_TRNG@NAVY.MIL). You may also view program details online at [www.msc.navy.mil/civmar/training.htm](http://www.msc.navy.mil/civmar/training.htm).



# 11. Labor and Employee Relations

## UNION REPRESENTATION

As a CIVMAR, you may be eligible to become a member of, or assist one of the four unions that have agreements with MSC. Union membership is not a requirement for employment. The Union is the exclusive representative of all of the employees in their Unit, and the Union recognizes the responsibilities of representing the interests of all such employees with respect to grievances, personnel policies, practices and procedures or other matters affecting their general working conditions, subject to the limitations of their collective bargaining agreement.

Copies of the agreements appropriate for your position are maintained by the Pursers onboard the ships for you to review. Contact a representative of the respective union<sup>28</sup> to become familiar with your rights, benefits and responsibilities described in the specific agreement.

The following Labor organizations hold exclusive recognition rights:

- International Organization of Masters, Mates and Pilots (MMP) – AFL/CIO – represents all licensed deck officers.
- District No. 1 – MEBA (AFL-CIO) – represents licensed marine engineers.
- Seafarers International Union (SIU) (GSD) / National Maritime Union of America (NMU) (AFL-CIO) – has five bargaining units:
  - (a) Supply and Junior Supply Officers in the Atlantic Fleet
  - (b) Steward Supervisory personnel in the Atlantic Fleet
  - (c) Chief Stewards, Second Stewards and Third Stewards in the Pacific Fleet
  - (d) Non-officer personnel assigned to ships in the Atlantic Fleet
  - (e) Non-officer personnel employed in the Pacific Fleet

*NOTE: Pursers, MSOs, RETs, West Coast Junior Supply Officers and Supply Officers are not within a bargaining unit and use the administrative grievance procedure.*

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<sup>28</sup> See Appendix for Union contact information.

## DISCIPLINE

You are expected to observe and obey a variety of rules. In cases where these rules are not followed, MSC has discipline standards to correct deficiencies in an employee's behavior, to maintain high standards of government service and the public's confidence in MSC. All employees will be afforded due process in accordance with CMPI 750. Disciplinary actions may affect an employee's pay, employment, promotion opportunities and training opportunities.

Crewmembers are advised that disciplinary action will be initiated for any misconduct (list not all-inclusive) regarding violation of the following:

### Schedule of Charges —

1. Desertion
2. Leaving the ship to which assigned or leaving the job to which assigned at any time during working hours without proper permission or authority
3. Failing to return to ashore assignment or reporting aboard ship after expiration of authorized leave or liberty
4. Reporting aboard ship after presailing muster or missing the sailing of the ship
5. Disobedience to constituted authorities; deliberate refusal or failure or delay in carrying out any proper order, lawful command, work assignment or instruction; insubordination, including failure to follow local or higher level policy
6. Violation of Ship's Orders<sup>29</sup>, not covered by other charges
7. Unauthorized possession, use, loss, theft or damage to the ship, her equipment, stores or cargo or Government property or the property of others
8. Loafing, wasting time, inattention to duty, sleeping on duty, or failure to attend to duties

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<sup>29</sup> See *Ship's Order*, Chapter 3.

- Where no danger to persons or property is involved
  - Where danger to person or property is involved
9. Careless workmanship or failure to follow standard operating procedures resulting in delay in production or sailing or damage to ship's equipment, stores, or cargo, or spoilage or waste of materials
  10. Negligent performance of duties
  11. Threatening or attempting or actually inflicting bodily injury to other employees or supervisor or ship's officer;
  12. Improper or unauthorized importation of goods
  13. Criminal, dishonest, infamous or notoriously disgraceful conduct
  14. Unlawful use, being under the influence, or possession of drugs or drug paraphernalia on or off duty
  15. Use of, or being under the influence of alcohol/intoxicant when reporting for watch or duty or on watch or duty ashore or afloat or on a military ship, aircraft, submarine, activity or command
  16. Failure to safeguard classified material or breach of security regulation or practices
    - Where security or restricted information is not compromised and breach is unintentional
    - Where security or restricted information is compromised and breach is unintentional
  17. Deliberate breach of security regulation or practice.
  18. Participation in a strike, work stoppage, slow-down, sickout or other job action

# Labor and Employee Relations

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19. Breach of safety regulations or instructions or practices or failure to report an accident or injury
  - Where imminent danger to self or other persons or property is not involved
  - Where imminent danger to self or other persons or property is involved
20. Disrespectful conduct, use of insulting, abusive, offensive or obscene language or gestures to or about other personnel.
21. Refusal to provide a urine sample when required.
22. Substituting, adulterating or otherwise tampering with urine sample.
23. Unauthorized possession and/or disclosure of any urinalysis test result.
24. Attempted or actual falsification, misstatement or concealment of a material fact, record, correspondence or other communication prepared in connection with the collection, handling, transportation or testing of urine samples.

*NOTE: A CIVMAR who fails to report back to the pool upon expiration of an approved leave of absence and fails to contact appropriate authorities will be charged as **Absence With Out Leave (AWOL)** and may be subject to discipline,<sup>30</sup> unless a later determination is made that the absence should be charged as appropriate leave. The Marine Placement Department shall attempt to establish contact with the employee to determine the employee's intention before initiating the appropriate disciplinary action as outlined in CMPI 750. Every CIVMAR is responsible for maintaining written or telephone contact with his/her detailer to ensure appropriate follow-up assignment.*

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<sup>30</sup> See Leave, Chapter 8.

Severities of penalties range from a written reprimand to removal from employment and are dependent on the following factors:

- Nature and seriousness of the offense along with its relationship to the employee's position.

- The employee's past work record, including length of service, performance on the job and dependability.
- The employee's past disciplinary record, if any.
- The employee's defense/excuse to the charges.
- The character of the employee and his/her potential for future employment.
- Aggravating and/or mitigating circumstances surrounding the offense, if any.

## **A word of advice: Obey Now, Grieve Later.**

### **GRIEVANCES**

The grievance procedure provides an important forum to allow employees to ask questions and express dissatisfaction. Employees represented by a union with a collective bargaining agreement (CBA) may express their dissatisfaction regarding non-adverse actions through the applicable grievance procedure or the Equal Opportunity arena, but not both. Employees within a bargaining unit must utilize the grievance procedures outlined in the applicable CBA. All employees who are not members of a bargaining unit must utilize MSFSCINST 12771 - Administrative Grievance (AGS) Procedures. Certain issues are excluded from grievance procedures. For specifics, please refer to either the applicable CBA or AGS procedures.

For adverse actions, employees may appeal the decision under a statutory procedure (the Merit Systems Protection Board (MSPB) or the Equal Opportunity Commission (EEOC), or may file a grievance; but not both.

## SEPARATION FROM EMPLOYMENT

The following types of separations and actions may occur to end your employment with MSC:

**Separation During Trial Period** — The first twelve months of employment is considered a trial period. If you fail to qualify for the job, either in performance or in conduct, you can be separated. If during the trial period, your performance or conduct is not satisfactory or your initial security background is not complete or contains false information, you may be removed from employment, without appeal/grievance rights.

**Termination of Temporary Employment** — Occasionally, MSC will hire mariners for temporary employment on a time-limited appointment of one year or less. If you are a temporary hire, the appointment may be terminated at any time due to deficiencies in your performance or conduct and the termination can not be appealed or grieved.

**Removal for Cause** — If you are a permanent employee who is not serving a trial period and you are removed from employment due to violating one of the Schedule of Charges,<sup>31</sup> misconduct and/or performance related issues, you will be notified of such in writing and afforded due process as required.

*NOTE: An employee who is in the process of being involuntarily separated may resign at any time prior to the effective date of the involuntary separation.*

**Resignation** — A resignation is a voluntary action taken by the employee to end employment with MSC at any time. No one can force you to resign. If you have an emergency situation at home, speak with the Master or contact Employee Relations to discuss your options before resigning.

If you decide to resign, you should inform your supervisor at least two (2) weeks prior to your last day. All efforts should be made to submit the resignation in writing. Once a resignation has been submitted, it cannot be

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<sup>31</sup> See *Discipline, Chapter 11*.

withdrawn except at the discretion of the Director of Human Resources and Manpower Department. On your last day of employment with MSC, contact the Purser to complete your exit interview with the Master. An employee who resigns while assigned to a ship is not entitled to any costs associated with his/her transportation to his/her main residence. Employees who resign when not attached to a ship may contact the MSFSC Employee Benefits Branch (N173) to discuss separation benefits/entitlements.

**Separation for Disability** — If you cannot perform the duties of your position because of a physical or mental condition, you may be separated for disability.

**Reduction in Force (RIF)** — Due to various causes, such as change in manning scales, lay-up of vessels, etc., it may become necessary to reduce the number of personnel currently employed by MSC. If a Reduction-In-Force occurs, affected employees will be notified of such and afforded applicable due process. Mariners affected are reassigned, placed on leave or separated.



# APPENDIX

# Appendix Directory

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## ACRONYMS

The following table should reflect acronyms used in this handbook.

AB	Able Seaman
AL	Annual Leave
AWOL	Absent With Out Leave
CAC	Common Access Card
CBA	Collective Bargaining Agreement
CBC	Civilian Benefits Center
CBR-D	Chemical Biological Radiological-Defense
CEAP	Civilian Employment Assistance Program
CFR	Code of Federal Regulations
CIVMAR	Civil Service Mariner
CLF	Combat Labor Force
CMPI	Civilian Marine Personnel Instruction
COMSC	Commander Military Sealift Command
COMSCINST	Commander Military Sealift Command Instruction
CONUS	Continental United States
COP	Continuation of Pay
CPO	Chief Petty Officer
CSC	CIVMAR Support Center
CSR	Customer Service Representative
CSU	Customer Support Unit
DFWP	Drug-Free Workplace Program
DoD	Department of Defense
DoL	Department of Labor
DoN	Department of Navy
EBIS	Employee Benefits Information System
ECAB	Employee Compensation Appeal Board
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
FAQ	Frequently Asked Question
FECA	Federal Employees Compensation Act
FFD	Fit for Duty
FMLA	Family Medical Leave Act

# A1: Acronyms

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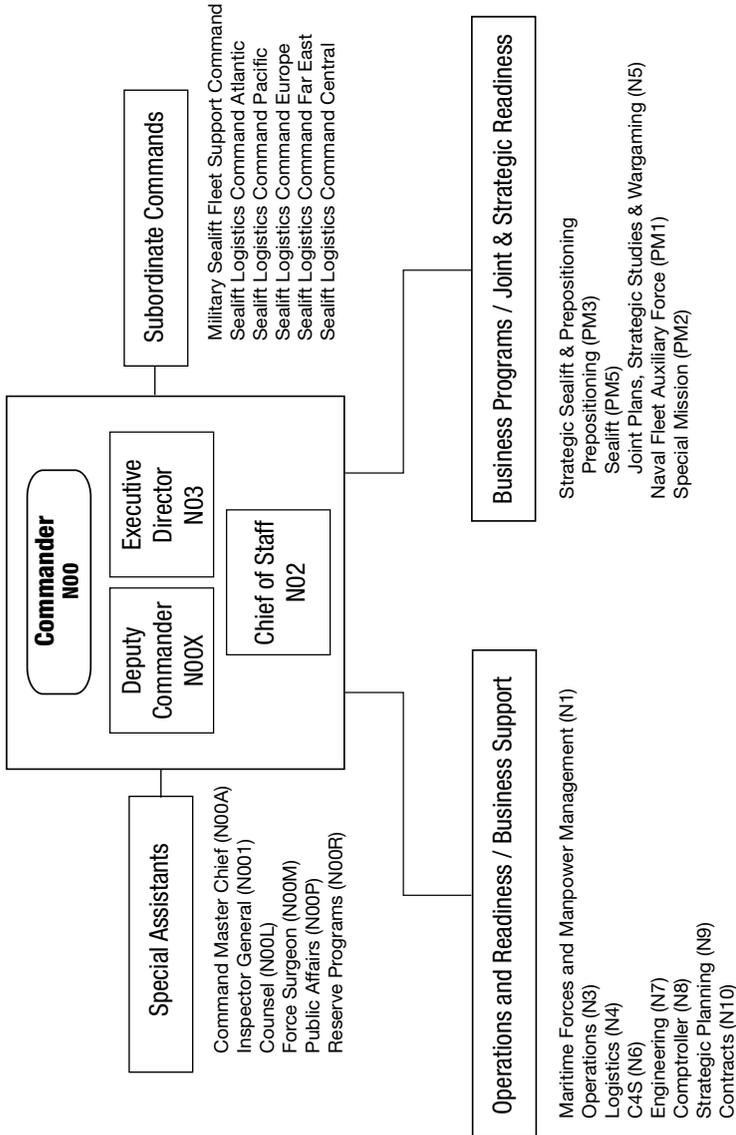
FMO	Fleet Medical Officer
FOIA	Freedom of Information Act
FPO	Fleet Post Office
GS	Government Service
GOGO	Government Owned Government Operated
GOV	Government Owned Vehicle
ISM	International Safety Management
JTR	Joint Travel Regulations
KSA	Knowledge, Skills and Abilities
LBB	Leave Buy Back
LER	Labor Employee Relations
LES	Leave and Earnings Statement
LWOP	Leave Without Pay
MMC	Merchant Marine Credential
MPS	Marine Placement Specialist
MSC	Military Sealift Command
MSFSC	Military Sealift Fleet Support Command
MSO	Medical Services Officer
NAVOSH	Navy Occupational Safety and Health
NEO	New Employee Orientation
NFAF	Naval Fleet Auxiliary Force
NFFD	Not Fit for Duty
NKO	Navy Knowledge Online
NTE	Not To Exceed
OPF	Official Personnel File
OPM	Office of Personnel Management
OSC	Office of Special Counsel
OWCP	Office of Worker's Compensation Program
PII	Personal Identifiable Information
PKI	Public Key Infrastructure
POA	Promotion Opportunity Announcement
POC	Privately Owned Conveyance
POSH	Prevention of Sexual Harassment
RIF	Reduction in Force
S&Q	Subsistence and Quarters

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SAVI	Sexual Assault Victims Intervention Program
SECNAV	Secretary of the Navy
SF	Standard Form
SL	Shore Leave
SMS	Safety Management System
SRS	Surface Rescue Swimmer
SSA	Social Security Administration
SSN	Social Security Number
STCW	Standards of Training Certification & Watchkeeping
T&A	Time and Attendance
TC	Training Center
TDY	Temporary Duty Assignment
TSP	Thrift Savings Plan
TWIC	Transportation Worker Identification Credential
UNREP	Underway Replenishment
USCG	United States Coast Guard
USD/P&R	Under Secretary of Defense for Personnel and Readiness
USN	United States Navy
USNS	United States Naval Ship
VERTREP	Vertical Replenishment

# A2: MSC Organizational Chart

## MSC ORGANIZATIONAL CHART



## **THE NAVAL FLEET AUXILIARY FORCE**

The ships of MSC's Naval Fleet Auxiliary Force are the supply lines to U.S. Navy ships at sea. These ships provide virtually everything that Navy ships need including fuel, food, ordnance, spare parts, mail and other supplies. NFAF ships enable the Navy fleet to remain at sea, on station and combat ready for extended periods of time. NFAF ships also conduct towing, rescue and salvage operations and provide floating medical facilities.

All NFAF ships are government-owned and government-operated. The crews consist of federal civil service mariners. Some of the ships also have a small contingent of uniformed Navy personnel aboard for operations support, supply coordination and helicopter operations.

## **SPECIAL MISSION**

The Special Mission Program has 26 ships that provide operating platforms and services for a wide variety of U.S. military and other U.S. government missions. Three ships – USS Mount Whitney, USS Frank Cable and USS Emory S. Land - have hybrid crews that combine uniformed Navy personnel with civil service mariners under the leadership of a U.S. Navy captain. USNS Zeus is government-owned and crewed by MSC civil service mariners.

# A4: Shipboard Organization

## SHIPBOARD ORGANIZATION

All MSC afloat positions have titles and pay similar to their counterparts in the maritime industry. These ranks are used administratively to determine assignment type of quarters, messing facilities and a chain of command. The following position titles may be found aboard MSC CIVMAR manned ships:

Deck	Engine	Supply
Master	Chief Engineer	Supply Officer
1 <sup>st</sup> Officer (Chief Mate)	1 <sup>st</sup> Assistant Engineer	Junior Supply Officer
2 <sup>nd</sup> Officer	2 <sup>nd</sup> Assistant Engineer	Yeoman Storekeeper
3 <sup>rd</sup> Officer	3 <sup>rd</sup> Assistant Engineer	Assistant Storekeeper
Boatswain	Chief Electrician/ Electrician	Chief Steward
Boatswain Mate	2 <sup>nd</sup> Electrician	Steward Cook
Able Seaman	Refrigeration Engineer	Chief Cook
Ordinary Seaman	Deck Mechanic/Machinist	2 <sup>nd</sup> Cook
	Unlicensed Junior Engineer	Cook Baker
	Pumpman	Assistant Cook
	Electronics Technician	Supply Utilityman
	Engine Utilityman	Laundryman
	Oiler/ Fireman Watertender	
	Wiper	

Medical	Purser	Communications
Medical Services Officer	Purser (Officer)	Ships Communication Officer
		Chief Radio Electronics Technician
		1 <sup>st</sup> Radio Electronics Technician
		2 <sup>nd</sup> Radio Electronics Technician



**DEPARTMENT OF THE NAVY**  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
SP64 471 EAST C STREET  
NORFOLK, VA 23511-2419

12713  
N19  
29 October 2010

**MEMORANDUM**

**Subj: REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**

1. The Military Sealift Fleet Support Command (MSFSC) has a vital mission to accomplish combat fleet logistics worldwide - one that cannot be accomplished without the talent, dedication and skill of the men and women who carry out our work. We all bear two fundamental obligations: first, to do our own jobs to the best of our ability and second, to ensure that our coworkers and those we supervise are given a respectful, supportive environment that allows them to do their jobs.

2. As Director, I am personally committed to making MSFSC a model employer with a diverse and effective workforce. To achieve this goal, it is essential that managers and supervisors maintain an atmosphere where employees and applicants for employment are judged solely on the basis of merit and ability. We want to create an atmosphere where there is respect for the strength brought to our workforce when we have employees with a wide range of backgrounds and experiences. In order for this to be accomplished, we must all be committed to the principles of Equal Employment Opportunity (EEO).

3. It is the policy of MSC to provide Equal Employment Opportunity to all employees, former employees and applicants for employment, regardless of race, color, religion, sex, national origin, age, disability or prior participation in protected EEO activity.

4. Discrimination on the basis of sexual orientation is not covered under 29 CFR 1614; however, it is a prohibited personnel practice as set forth in Executive Order 13087. If you believe you have been discriminated against based on sexual orientation, you may seek assistance either from the Merit Systems Protection Board, Office of Special Counsel or the Negotiated Grievance Procedure or Agency Grievance Procedures, as applicable.

5. If you believe you have been discriminated against due to race, color, religion, sex, national origin, age, disability or as reprisal for prior participation in protected EEO activity, you must seek EEO counseling on the matter within **45 calendar**

# A5: EEO POLICY

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**Subj: REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**days** of the date of the alleged discriminatory incident, or within **45 calendar days** of an alleged discriminatory personnel action.

6. **For all Civil Service Mariner complaints, please contact Ms. Wanda Watson-Mays, Deputy EEO Officer, at wanda.watson-mays@navy.mil.** For all ashore complaints please contact your respective Human Resource Office, EEO representative.

7. **This Policy must be posted on all official bulletin boards ashore and afloat.**



J. R. TAYLOR

Distribution:  
ALL MSFSC (Ships and shore stations)

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### **PROCEDURES FOR FILING AND PROCESSING AN EEO COMPLAINT OF DISCRIMINATION**

If you feel you have been discriminated against because of race, color, religion, sex, national origin, age (40 & over), or a handicapping condition (mental or physical), you have a basis for filing an EEO complaint. Please note that sexual harassment is a form of discrimination based on sex. The following covers the steps you will need to take to file your individual or group complaint:

#### **INDIVIDUAL COMPLAINT**

##### **Step 1: Informal Pre-Complaint**

Within 45 days of the alleged discriminatory incident, or the effective date of an alleged discriminatory personnel action, you must contact a MSFSC EEO Counselor. All complaints originating from civil service mariners will be forwarded directly to the EEO Office for processing. The responsibility for forwarding the written complaint rests with the complainant and not the ship's officers or fellow crewmembers.

Your EEO Counselor will advise you of your rights and responsibilities in the discrimination complaints process.

##### **Step 2: EEO Counseling**

Your EEO Counselor has 30 calendar days from the first contact with you to make informal inquiries and to attempt an informal resolution of your complaint. EEO Counselors are fact-finding individuals and must remain impartial throughout the inquiry. The EEO Counselor cannot represent you or management.

##### **Step 3: Filing a Formal Complaint**

Your formal complaint must be made in writing, signed by the complainant, and delivered to the Deputy EEO Officer within 15 calendar days from receipt of the Notice of Final Interview by the EEO Counselor. The formal complaint is considered filed on the date it is received by the designated official, if delivered in person, or on the postmark date, if it is mailed.

## **A5: EEO Complaint**

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### **Step 4: Acknowledgment of Receipt of Formal Complaint**

The Deputy EEO Officer will acknowledge receipt of your complaint in writing and, if the complaint is accepted will request an investigator from the Civilian Personnel Management Service, Investigations & Resolution, Sacramento, CA. The investigator has 180-calendar days from the filing date of your formal complaint to complete an investigation and issue an investigative file.

### **Step 5: Investigative Report**

You or your representative will be furnished a copy of your investigative report. If you are not satisfied with the investigation or if your complaint has not been resolved with management, you may request a Secretary of the Navy decision, with or without a hearing. This must be done within 30 calendar days of receipt of the investigative report and the request must be made in writing and forwarded to the EEO Office.

*Note: Anytime after the parties have received notice that an administrative judge has been appointed to conduct a hearing, but no later than 30 days prior to the hearing, the agency may make an offer of resolution to the complainant.*

### **Step 6: Request for a Decision**

If you request an immediate decision by the Secretary of the Navy without a hearing, the Director for EEO will forward the case file to the Naval Office of EEO Complaints Management and Adjudication. A copy of the transmittal letter will be sent to you and/or your representative. NAVOECMA will issue the final agency's decision on behalf of the Secretary of the Navy within 60-calendar days of receiving a case file with the Agency's request for a Final Agency Decision.

If you request a decision from the Secretary of the Navy with a hearing, the Director EEO will request the assignment of an Administrative Judge (AJ) from the Equal Employment Opportunity Commission and forward a copy of the case file. You and/or your representative will be sent a copy of the transmittal letter.

### **Step 7: Hearing**

The AJ from the Equal Employment Opportunity Commission (EEOC) will be assigned to your case. The AJ will review your file, schedule and conduct a hearing.

After the Hearing is completed the AJ will analyze the findings and forward a decision along with your complete case file, to NAVOECMA, for preparation of a final agency decision.

### **Step 8: Appeal to the EEOC Office of Federal Operations (OFO)**

If you are dissatisfied with the final agency decision you may appeal directly to the EEOC, Office of Federal Operation. Your appeal must be filed with the OFO within 30 calendar days from receipt of the final agency decision. The EEOC will then issue a decision on your appeal.

### **Step 9: Civil Action in Federal District Court**

If you are dissatisfied with the EEOC decision you will have 90 calendar days to file a civil action in federal district court. Please note that the normal time requirements to file court action do not apply to age discrimination cases.

## **CLASS COMPLAINTS**

A class complaint is one involving a large group of persons who feel they have all been discriminated against in the same way with respect to race, color, religion, sex, national origin, age (40 and over), physical and mental disability or reprisal (Prior EEO Activity).

A class complaint must be filed by the class agent (a member of the class who is chosen by the class to represent them during the processing of the complaint) or the agent's representative. An individual who wishes to be an agent, and who believes he or she has been discriminated against, must contact the Deputy Director, EEO within 45-calendar days of the matter giving rise to the personnel action, or the date the aggrieved person knew or reasonably should have known of the discriminatory event or personnel action.

For detailed information on the processing of class complaints, please contact the EEO Office.

# A6: Harassment Policy

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DEPARTMENT OF THE NAVY  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
SP64 471 EAST C STREET  
NORFOLK, VA 23511-2419

12713  
N19  
29 October 2010

## MEMORANDUM

**Subj: REAFFIRMATION OF POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE**

1. This Policy is intended to assure that the Military Sealift Fleet Support Command (MSFSC) is taking all necessary steps to prevent sexual harassment and other forms of harassing conduct in the workplace and to correct harassing conduct that occurs before it becomes severe or pervasive. MSFSC Policy is consistent with the Department of the Navy's long-standing Policy on harassment in light of the Supreme Court's decisions in *Faragher v. Boca Raton*, 524 U.S. 775 (1998), and *Burlington Industries, Inc. v. Ellerth*, 524 U.S. 742 (1998).

2. This Policy applies to all Civil Service Mariners under MSFSC cognizance at sea or at shore-based facilities/offices. MSFSC shoreside employees should contact their respective Human Resource Office, Equal Employment Opportunity (EEO) representative for procedures on reporting harassing conduct in the workplace.

3. **Definition of Sexual Harassment.** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made a condition of an individual's employment.

b. Submission to or rejection of such conduct is made a basis of employment decisions affecting the individual.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This definition applies to any person, regardless of gender, who engages in such conduct. Examples of conduct that can constitute sexual harassment or sexual assault include making unwelcome verbal comments or gestures of a sexual nature; engaging in sexually oriented teasing or spreading of rumors; sexting, to include sending sexually explicit messages or photographs via cell phone; telling jokes of a sexual nature; making sexual innuendos, or physical conduct of a sexual nature.

**Subj: REAFFIRMATION OF POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE**

4. **Definition of Harassing Conduct.** For the purpose of this Policy, harassing conduct is defined as any unwelcome verbal or physical conduct based on any characteristic protected by laws enforced by the EEOC when:

- a. The behavior can reasonably be considered to adversely affect the work environment; or
- b. An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

This definition covers all forms of harassment motivated by race, color, gender (both sexual and non-sexual), age, national origin, disability, and religion.

5. **Policy Statement.** The MSFSC is committed to maintaining EEO principles; including a workplace free of discriminatory harassment and the development of a comprehensive anti-harassment policy to prevent harassment on all protected bases, including race, color, religion, sex (sexual or non-sexual), national origin, age, disability, and prior participation in protected EEO activity. MSFSC does not permit any type of harassing conduct by anyone in the workplace.

a. MSFSC has determined that the most effective way to maintain a workplace free of discriminatory harassment is to immediately address and correct harassing conduct, even if it does not rise to the level of harassment actionable under Title VII of the Civil Rights Act of 1964, as amended. A hostile environment claim under Title VII usually requires showing a pattern of offensive conduct. The Command will not wait for such a pattern to emerge. Rather, the Command will initiate appropriate corrective action, including proposing disciplinary action if warranted, before the harassing conduct is so pervasive and offensive as to constitute a hostile environment. In the usual case, a single utterance of an ethnic, sexual or racial epithet that offends an employee would not be severe enough to constitute unlawful harassment in violation of Title VII; however, it is the Command's view that such conduct is inappropriate and must immediately be addressed.

b. The Command will not tolerate retaliation against any employee for making a good-faith report of harassing conduct under this or any other Policy or procedure or for assisting in any inquiry about such a report. Complaints of such retaliation shall be handled pursuant to the procedures in the Policy.

# A6: Harassment Policy

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**Subj: REAFFIRMATION OF POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE**

c. This Policy is separate and apart from any collective bargaining agreement or statutory complaint process covering harassment. Any employee who believes that he or she has been discriminated against due to race, color, religion, sex, national origin, age, disability or as reprisal for prior participation in protected EEO activity, in violation of laws enforced by the EEOC, must seek EEO counseling on the matter within **45 calendar days** of the date of the alleged discriminatory incident, or within **45 calendar days** of an alleged discriminatory personnel action. **Civil Service Mariners may seek EEO counseling by contacting Ms. Wanda Watson-Mays, Deputy EEO Officer (N19), at [wanda.watson-mays@navy.mil](mailto:wanda.watson-mays@navy.mil).**

6. **Reporting Harassment.** The procedures for reporting incidents of harassing conduct are as follows:

Any person who believes that he or she has been the subject of an incident of harassing conduct in violation of this Policy should report the incident to anyone in the employee's supervisory chain. Additionally, or alternatively, an employee may seek informal EEO counseling directly with the MSFSC EEO Office by contacting **Ms. Wanda Watson-Mays, Deputy EEO Officer (N19), at [wanda.watson-mays@navy.mil](mailto:wanda.watson-mays@navy.mil).**

7. **Inquiries into Allegations of Harassing Conduct.** A supervisor or manager who receives an allegation or witnesses harassing conduct shall immediately:

a. Inform the N19 Complaints Manager or other N19 Staff specialist of the matter.

b. In consultation with N19, take action to stop and prevent further any alleged harassing conduct while the allegations are being investigated. This may include granting of appropriate interim relief to the alleged victim of the harassing conduct and advising, as appropriate, other members of the alleged victim's chain-of-command, as well as members of the alleged harasser's chain-of-command, if under a different department.

c. In consultation with N19, ensure that a prompt, thorough, and impartial and appropriate informal inquiry is conducted and document the allegation(s) of harassing conduct received and efforts to address the situation.

**Subj: REAFFIRMATION OF POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE**

8. **Responsibilities of Civil Service Mariners.** All Civil Service Mariners shall be responsible for:

- a. Acting professionally and refraining from harassing conduct;
- b. Becoming familiar with the provisions of this Policy, complying with all requirements of the Policy, and cooperating with any inquiry under this Policy; and
- c. Promptly reporting any incident of harassing conduct that he or she experiences before it becomes a pattern of misconduct so pervasive and offensive as to constitute a hostile environment. The Command cannot correct harassing conduct if the conduct is not known. When an employee unreasonably fails to take advantage of this procedure and does not promptly report an incident of harassing conduct, as set forth herein, the Command reserves the right to raise this failure to report as a defense against a suit for harassment, in accordance with *Faragher* and *Ellerth*.

9. **Responsibilities of Supervisors and Managers.** All supervisors and managers shall be responsible for:

- a. Acting promptly and appropriately to prevent harassment in the workplace and retaliation against those who complain of harassment;
- b. Receiving, handling and reporting allegations of harassing conduct promptly and appropriately, utilizing the procedures set forth under Inquiries into Allegations of Harassing Conduct.
- c. When an informal inquiry is conducted, a written summary of the fact-finding shall be prepared by the individual conducting the informal inquiry, in consultation with the EEO Complaints Manager. The summary may be brief, depending on the complexity and seriousness of the case. The summary shall be prepared promptly after completion of the inquiry and shall be submitted to the EEO Complaints Manager. A copy of the summary shall also be provided to the supervisor who is responsible for taking disciplinary action against the alleged harasser, if the allegations are substantiated.

# A6: Harassment Policy

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**Subj: REAFFIRMATION OF POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE**

10. **Responsibilities of N19.** When the EEO Complaints Manager or other EEO staff specialist receives an allegation of harassing conduct, either directly by the employee or through a supervisor, manager or other source, he or she shall:

- a. Ensure that a prompt, thorough, impartial and appropriate inquiry is conducted.
- b. Recommend appropriate action to stop any harassing conduct and prevent further harassment, including granting appropriate interim relief to the alleged victim of harassing conduct while the allegations are being investigated. As necessary, the N19 Complaints Manager or other N19 staff specialist shall consult with the Director, N19 and the Office of Counsel.

11. **Action to be taken upon completion of the Informal Inquiry.** Upon completion of the informal inquiry, and in consultation with the EEO Complaints Manager, management shall promptly evaluate the evidence and determine the appropriate action to take. This responsibility shall rest with the first line supervisor of the employee alleged to have engaged in the harassing conduct, unless such supervisor is involved in the harassment, including making a decision not to act. In cases of complex or egregious alleged harassing conduct, including situations where interim relief may require repatriation of an employee or the conduct may be criminal, the supervisor and N19 Complaints Manager shall seek the advice of the Director, N19 and the Office of Counsel.

- a. Where the informal inquiry establishes that an employee did engage in harassing conduct under this Policy, he or she shall be subject to appropriate non-disciplinary or disciplinary action, up to and including removal in accordance with Civilian Marine Personnel Instruction (CMPI) 750. Management shall promptly contact the Employee and Labor Relations Branch (N171) to determine what action is appropriate under the circumstances.
- b. Where the informal inquiry establishes that a manager or supervisor did not properly carry out the responsibilities provided for under this Policy, he or she shall be subject to appropriate non-disciplinary or disciplinary action, up to and including removal in accordance with CMPI 750. Management shall promptly contact the Employee and Labor Relations Branch (N171) to determine what action is appropriate under the circumstances.

**Subj: REAFFIRMATION OF POLICY AND PROCEDURES FOR PREVENTING AND ELIMINATING HARASSING CONDUCT IN THE WORKPLACE**

12. All information will be maintained on a confidential basis to the greatest extent possible. The maintenance of records and any disclosures of information from these records shall be in complete compliance with the Privacy Act, 5 U.S.C. 552a. Such information, however, may have to be disclosed to defend the Command in any litigation to which the information may be relevant and necessary. Further, information may need to be disclosed to those officials and employees within MSFSC with a need to know in order to carry out the purpose and intent of this Policy or other official duties.

13. **This Policy is to be posted on all official bulletin boards ashore and afloat.**



J. R. TAYLOR

Distribution:  
All MSFSC (Ships and shore station)

# A7: Drug Testing

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DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

DEC 13 2005

## MEMORANDUM FOR DISTRIBUTION

**Subj: GENERAL NOTICE OF DRUG TESTING FOR NEW EMPLOYEES UNDER DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM**

On September 15, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.

The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive drug test. The program subjects all civilian appropriated and non-appropriated fund employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

In addition, certain employees occupying specifically designated sensitive positions within the DON will be subject to random drug testing. These are called Testing Designated Positions (TDPs).

a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for, or otherwise placed in, a test-designated position will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered or substituted. The DON has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

All specimens will be tested in certified laboratories following mandatory guidelines published by the Department of Health and Human Services as published in the Federal Register. A Medical Review Officer (MRO) will review all positive, non-negative, and negative test results. Employees will be given an opportunity to provide evidence to a MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

Drug test results will be handled in a confidential manner. Non-negative test results from the laboratory will only be disclosed to a MRO. Non-negative results, verified by the MRO, may only be disclosed to the employee, the activity Drug Program Coordinator, the appropriate Civilian Employee Assistance Program (CEAP) Administrator and appropriate supervisory/management officials necessary to process an administrative and/or adverse action against the employee, or to a court of law or administrative tribunal in any adverse personnel action.

Medical and rehabilitation records in the CEAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law.

The DON will not tolerate the use of illegal drugs. Employees of the DON having a substance abuse problem are encouraged to seek assistance through their activity CEAP. Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as a user of illegal drugs, prior to being so identified by other means and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as safe harbor. It is

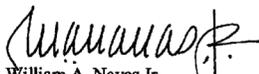
# A7: Drug Testing

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important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

All employees are expected to refrain from illegal drug use. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, altering or substituting a specimen, failure to report for testing or refusal to submit to a drug test.

This updated General Notice supersedes the DON General Notice of the Navy DWFP initially published on August 6, 1988, and does not affect the ability of activities/commands to continue to conduct drug testing.



William A. Navas Jr.  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:  
Echelon I & II



**DEPARTMENT OF THE NAVY**  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
SP64 471 EAST C STREET  
NORFOLK, VA 23511-2419

12792  
Ser N00/0859  
14 Mar 11

From: Director, Military Sealift Fleet Support Command  
To: Civil Service Mariner

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE  
NAVY (DON) DRUG FREE WORKPLACE PROGRAM (DFWP)

Ref: (a) Executive Order 12564

1. You were advised by a General Notice from the Secretary of the Navy, dated August 1988, that the Department of the Navy (DON) had implemented drug testing as part of the Drug-Free Workplace Program (DFWP). Your position meets the criteria for designation as a "Testing Designated Position" (TDP). This means you are subject to random drug testing under the DON DFWP. Performance of the duties of your position is sufficiently critical to this activity that screening to detect the presence of drugs is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and, when directed, submit to drug testing.

2. No sooner than 30 days from receipt of this notice, you may be subject to random drug testing on an unannounced basis for marijuana, cocaine, opiates, amphetamines, phencyclidine, heroin, ecstasy and specimen validity testing. You will receive specific instructions concerning when and where the test will be conducted immediately prior to the test. You will be allowed individual privacy while providing the urine specimen unless, as delineated in the DFWP there is reason to believe the specimen will be altered or substituted. To ensure the accuracy of the test result, the collection, handling, and testing of the urine specimen will be conducted under strict chain-of-custody procedures established by the Department of Health and Human Services Guidelines for Federal Workplace Drug Testing Programs. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with maximum respect for individual confidentiality. In the event your specimen tests non-negative, you will be given an opportunity to submit medical documentation to a designated Medical Review Officer to establish your legitimate use of the specific drug(s) before any administrative action will be taken.

## A7: Drug Testing

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Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE NAVY (DON) DRUG FREE WORKPLACE PROGRAM (DFWP)

3. If you refuse to furnish a urine specimen, fail to report for testing as directed, substitute or adulterate your specimen, you will be subject to discipline for failure to meet a condition of employment. The range of disciplinary action will be the same as for a verified positive test result for illegal drug use or for failure to meet a condition of employment. If, by any means, illegal drug use is detected, you will be subject to the following two administrative actions mandated by reference (a).

a. You will immediately be taken out of your TDP through reassignment, detail, or other personnel action to ensure that you do not occupy a TDP. I may restore you to your TDP as part of your successful participation in a rehabilitation or counseling program.

b. You will also be referred to the Civilian Employee Assistance Program (CEAP), as required by reference (a).

4. In addition, disciplinary action up to and including removal from the Federal Service will be initiated. As required in the reference (a), a removal action will be initiated if you refuse to obtain counseling or rehabilitation through the CEAP after being found to use illegal drugs or for a second finding of illegal drugs.

5. If you believe you have a drug problem, you are encouraged to seek counseling and/or referral service by contacting the Employee Assistance Program Consultants at 1-800-869-0276. If you voluntarily identify yourself to your supervisor or other higher level management officials as a user of illegal drugs prior to being so identified through other means such as drug testing, seek counseling and/or rehabilitation assistance, and thereafter refrain from using illegal drugs, you will not be subject to discipline for your prior drug use. This immunity from discipline under these circumstances is referred to as safe harbor. It is important to note that once you are informed of an impending drug test, you are no longer eligible for safe harbor. Further, if you are convicted of a drug-related offense, you will not be eligible for safe harbor from discipline for those actions.

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF  
THE NAVY DRUG-FREE WORKPLACE PROGRAM

6. If you believe your position has been wrongly designated as a TDP, you may request a review of the determination. Such a request must be submitted, in writing, to Director, Military Sealift Fleet Support Command, SP64 471 East C. Street, Norfolk, Virginia 23511-2419, within 15 days of receipt of this notice. It should state that the reasons why you believe that your position should not be a TDP and include all other relevant information. My decision is not subject to further review nor is it grievable under the administrative grievance procedure. If you are a member of a bargaining unit, you must seek review of your position designation through your negotiated grievance procedure, unless the agreement specifically excludes such decisions from the negotiated procedure.

7. As stated in the General Notice announcing the program, you, as well as all DON employees, may also be subject to testing due to reasonable suspicion, involvement in an accident or safety mishap, and as part of or follow-up to a rehabilitation and/or counseling program for illegal drug use. When conducting reasonable suspicion, accident, or mishap testing, the DON may test for any drug listed in Schedule I or II of the Controlled Substance Act, 21.U.S.C. 812, not just the seven previously identified in paragraph 2 of this notice.



J. R. TAYLOR

# A8: Interpersonal Relationship Policy

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DEPARTMENT OF THE NAVY  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
1283 TOW WAY DRIVE  
NORFOLK, VA 23511-2419

MSFSCINST 12710.1

NI  
JUN 8 2007

## MSFSC INSTRUCTION 12710.1

From: Director, Military Sealift Fleet Support Command

Subj: MILITARY SEALIFT FLEET SUPPORT COMMAND INTERPERSONAL  
RELATIONSHIP POLICY FOR CIVILIAN MARINERS

Ref: (a) SECNAVINST 5300.26D, Sexual Harassment  
(b) DOD 5500.7- R, Chapter 2 Standards of Conduct  
(c) Ship's Orders/CMPI 750  
(d) Commander's Policy on Personal Professionalism  
of September 18, 2001

1. Purpose. To provide a comprehensive Military Sealift Fleet Support Command (MSFSC) policy for Civilian Mariners (CIVMARs) regarding personal professionalism and interpersonal relationships.

2. Background. Unprofessional interpersonal relationships and the potential erosion of respect for authority, can have an enormously negative impact on good order and discipline and can seriously undermine the mission of MSFSC. Therefore, following the guidelines set forth in this instruction are mission essential.

3. Policy. References (a) through (d) provide specific guidance on acceptable conduct and interpersonal interaction. MSFSC and Navy policy is that the relationships involving shipboard personnel must not interfere with or undermine good order and discipline and proper authority aboard ship. In addition, relationships which result in or give the appearance of favoritism, preferential treatment, or personal gain are to be avoided. Relationships, between a supervisor and subordinate, in the same chain of command violate both of these precepts and are prohibited. Sexual harassment, sexual assault, and abusive, insulting, or obscene language directed to or about other personnel are unacceptable and will not be tolerated. Failure to comply with any of these rules is cause for disciplinary action.

## A8: Interpersonal Relationship Policy

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MSFSCINST 12710.1

4. Action. It is extremely important that all hands conduct themselves properly and in a professional manner, exercising common sense and good judgment with respect for the dignity of others. Personal conduct or relationships of a nature to discredit naval service or MSC are not acceptable. MSFSC will promptly investigate all allegations of wrongdoing, and to the extent the allegations have merit, take appropriate action including transfer of individual concerned and disciplinary action up to and including removal if warranted.



J. R. TAYLOR

Distribution: (MSFSCINST 5216.1A)  
List I and II

## **A9: Hatch Act**

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### **HATCH ACT FOR FEDERAL EMPLOYEES**

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.) Under the amendments most federal and D.C. employees are now permitted to take an active part in political management and political campaigns. A small group of federal employees are subject to greater restrictions and continue to be prohibited from engaging in partisan political management and partisan political campaigns.

In general, most federal government employees may:

- Be candidates for public office in nonpartisan elections
- Register and vote as they choose
- Assist in voter registration drives
- Express opinions about candidates and issues
- Contribute money to political organizations
- Attend political fundraisers
- Attend and be active at political rallies and meetings
- Join and be an active member of a political party
- Sign nominating petitions
- Make campaign speeches in support of partisan candidates
- Distribute literature in partisan elections

In general, most federal government employees may not:

- Use their official authority or influence to interfere with an election
- Solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
- Knowingly solicit or discourage the political activity of any person who has business before the agency
- Engage in political activity while on duty
- Engage in political activity in any government office
- Engage in political activity while wearing an official uniform
- Engage in political activity while using a government vehicle
- Be candidates for public office in partisan elections
- Wear political buttons while on duty

Office of Special Council (OSC) has developed a number of booklets, posters and fact sheets that explain the application of the Hatch Act in greater detail. Copies of the booklets and posters can be ordered from the Government Printing Office. The fact sheet may be downloaded or emailed directly from the OSC website. Additionally, OSC has created a PowerPoint presentation — “Political Activity and the Federal Employee” — which covers the rules and regulations of the Hatch Act. Federal employees should also be aware that certain political activities may also be criminal offenses under title 18 of the U.S. Code.

# A10: Change of Address

## CHANGE OF ADDRESS FORM MSFSC 5300/1 (Rev 1/09)

**INSTRUCTIONS:** Complete all items as appropriate except #6. Form to be used for establishing address and for submitting address changes. PRINT or TYPE all information. Enter "SAME" where address information is the same. If filed aboard ship, give this Form to Purser, non assigned, give to Master for mailing to:  
Military Sealift Fleet Service Command, 471 C Street/Bldg. SP-84, Norfolk, VA 23511-2419  
You may also change your address by attaching and sending completed form via E-Mail to the following Address:  
[mssc\\_direct@navy.mil](mailto:mssc_direct@navy.mil)

\*\*\*NOTE – If you are changing your address from the local Customer Service Unit commuting area (within a 50 mile radius), to outside the local commuting area, you are required to submit adequate documentation of permanent address before Subsistence and Quarters allowance will be authorized.  
You are to submit one of the following as proof of residence: Lease, utility bills (gas, electric, phone, cable TV, water, sewer, etc.) or other official document related to home ownership, car tax statement.

1. Print First, MI, Last Name	2. Social Security Number
3. Home Address (PAYROLL USE – CHECKS, LES, W-2 PERSONNEL USE – LETTERS, ORDERS)	6. FOR OFFICIAL USE:
Street	Date Entered in HRMS: _____
City	Clerk Initials: _____
State/Zip	Date Entered in DCPDS: _____
Telephone Number	Clerk Initials: _____
E-Mail Address	Entered in HRMS: _____
4. EMERGENCY CONTACT ADDRESS (PERSONNEL USE) List name of person you want contacted in case of injury or death.	Clerk Initials: _____
CONTACT NAME:	
Street:	
City:	
Country:	
Telephone Number	
E-Mail Address:	
5. SIGNATURE	FINAL DISPOSITION:
Date:	File on Left Side of Official Personnel Folder
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE – COVERED BY PRIVACY ACT OF 1974. Any misuse or unauthorized disclosure may result in both civil and criminal penalties	

*Change of Address Forms (MSFSC 5300/1) can be obtained from: the form section on [www.msc.navy.mil/civmar/](http://www.msc.navy.mil/civmar/)*

*If you have questions, contact the CIVMAR Support Center 1-800-793-5784*

## East Coast Fleet

USNS APACHE	TATF 172	FPO AE 09564-4003
USNS ARCTIC	TAOE 8	FPO AE 09564-4006
USNS BIG HORN	TAO 198	FPO AE 09565-4072
USNS COMFORT	TAH 20	FPO AE 09566-4008
USNS GRAPPLE	TARS 53	FPO AE 09570-4133
USNS GRASP	TARS 51	FPO AE 09570-4106
USNS JOSHUA HUMPHREYS	TAI 188	FPO AE 09573-4046
USNS JOHN LENTHALL	TAO 189	FPO AE 09577-4091
USNS KANAWHA	TAO 196	FPO AE 09576-4075
USNS LARAMIE	TAO 203	FPO AE 09577-4004
USNS LEROY GRUMMAN	TAO 195	FPO AE 09570-4095
USNS LEWIS & CLARK	TAKE 1	FPO AE 09577-4077
USNS MOUNT BAKER	TAE 34	FPO AE 09578-4047
USNS PATUXENT	AO 201	FPO AE 09582-4012
USNS ROBERT E. PEARY	TAKE 5	FPO AE 09582- 4110
USNS SACAGAWEA	TAKE 2	FPO AE 09587-4178
USNS SUPPLY	TAOE 6	FPO AE 09587-4037
USNS WALLY SCHIRRA	TAKE 8	FPO AE 09587-4112
USNS ZEUS	TARC 7	FPO AE 96687-4076
USS MOUNT WHITNEY	LCC 20	FPO AE 09517-3310

# A11: Ship Addresses

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## WEST COAST FLEET

USNS ALAN SHEPARD	TAKE 3	FPO AP 96678-4105
USNS AMELIA EARHART	TAKE 6	FPO AP 96664-4114
USNS BRIDGE	TAOE 10	FPO AP 96661-4032
USNS CARL BRASHEAR	TAKE 7	FPO AP 96661-4107
USNS CATAWBA	TATF 168	FPO AP 96662-4007
USS EMORY S. LAND	TAS 39	FPO AP 96667-2610
USNS FLINT	TAE 32	FPO AP 96665-4022
USNS GUADALUPE	TAO 200	FPO AP 96666-4030
USNS HENRY J. KAISER	TAO 187	FPO AP 96670-4086
USNS JOHN ERICSSON	TAO 194	FPO AP 96664-4071
USNS MATTHEW PERRY	TAKE 9	FPO AP 96675-4108
USNS MERCY	TAH 19	FPO AP 96672-4090
USNS NAVAJO	TATF 169	FPO AP 96673-4036
USNS PECOS	TAO 197	FPO AP 96675-4099
USNS RAINIER	TAOE 7	FPO AP 96677-4005
USNS RAPPAHANNOCK	TAO 204	FPO AP 96677-4027
USNS RICHARD E. BYRD	TAKE 4	FPO AP 96661-4104
USNS SAFEGUARD	TARS 50	FPO AP 96678-4103
USNS SALVOR	TARS 52	FPO AP 96678-4176
USNS SHASTA	TAE 33	FPO AP 96678-4053
USNS SIOUX	TATF 171	FPO AP 96678-4063
USNS TIPPECANOE	TAO 199	FPO AP 96679-4040
USNS WALTER S. DIEHL	TAO 193	FPO AP 96663-4020
USNS YUKON	TAO 202	FPO AP 96686-4068

### HOW DO I FILL OUT AND FILE A TRAVEL CLAIM?

When you are issued travel orders, also request a Travel Voucher Form (DD-Form 1351-2). This form can be obtained from the CSU East or West, MSFSC Disbursing Branch (N822), or the Purser. You must file a travel claim **within 5 days** of completing your travel, regardless of whether you will claim Reimbursable Expenses.

Filling out and filing a travel claim can be simple, but you must have all the necessary documents: **Original of Travel Orders (Both Pages if there is a “see continuation Sheet for Remarks” on page 1), Computer Generated SATO itinerary/invoice, Air Line Ticket expense receipt or copy of ticket if you paid for it, Lodging receipts regardless of amount, Rental Auto receipts (the paid receipt, showing amount paid and balance due zero), all gas receipts for rental auto. All other receipts for \$75.00 or more** in front of you.

The travel rules state that you have to file your travel claim within 5 days of completing travel. It's better to do it sooner than later, so you can remember your trip better and make filling out the form easier. Even if you don't think you owe any money or if you are owed money, you must file a travel claim. The best way to look at it is this, if you have Travel Orders in your hand, you must fill out a Travel Claim. Any travel that you get a travel advance in the form of a ticket or money for a ticket, you must account for that advance. If you do not, you will run the risk of having the full amount deducted from your pay. Its not your money, it's all taxpayer money and the government is tasked with tracking it to the last penny.

The first thing you need is your original orders. You can identify the original orders because it will have “ORIGINAL” stamped on it in BLUE ink. If you don't have the original orders and you only have a copy of your original orders, then you have must attach a signed statement to your claim. The statement must read, “I certify that my official original travel orders are lost and if my original orders are found, no further claim will be submitted”. If you have lost your orders all together, then you have to go back to whoever issued those orders and get a copy.

Once you have your orders, you need the travel claim form. It is DD Form 1351-2, August 2006, but older forms may still be used. If you happen to be using an older form, as long as you have the bulk of the information described below on it, you should be fine. You can

## A12: Travel Claims

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obtain a travel claim form by contacting the CSU's, MSFSC (N822), or Ships Purser. It's a good idea when you are issued your travel orders, you ask for a travel claim form at that time. One is usually attached with your orders.

With the travel claim form and travel orders laid out, you now need to put all your receipts in order. It's easiest to do this in chronological order from the day you departed on your travel to the time your travel ended. Tape your receipts to a blank piece of paper and write your name at the top of the paper. Once you have done that, it's time to start the travel claim form.

**Block 1** – is for PAYMENT, you must mark the Electronic Fund Transfer box. All Advances and Reimbursed funds are paid out in Direct Deposit. Be sure to notify the Travel Claim section, and your payroll technician if you change your account to a different bank or account. Fail to do this and you run the risk of your funds being misdirected or not received.

**Block 2 – 4** – your personal information

**Block 5** – mark the TDY box since all of our travel as mariners is temporary in nature.

**Block 6** – your mailing address.

**Block 7** – a number where you could be reached, helpful if travel has questions when liquidating the claim.

**Block 8** – is your TRAVEL ORDER NUMBER, you can find that on your travel orders in the lower right hand corner (block 22 on the travel orders) and it will have the letters "TON" in it somewhere.

**Block 9** – you write down any TRAVEL ADVANCES you may have received.

**Block 11** – ORGANIZATION, you can write MSFSC or the ship you are coming from or going to.

**Skip Block 10, 12, 13 and 14** – DEPENDENTS and HOUSEHOLD GOODS. Proceed on to the next entry.

**Block 15** – ITINERARY, is where it gets interesting. In this block are several columns that describe your journey in a chronological order. You may make several stops enroute to your final destination. Use your SATO travel Itinerary and receipts to help you enter the timeline to document your trip.

Where it says Date at the top of the column (a), write in the year. Starting on the first line, enter the month and day under the Date column. Next to “Dep” or in the “Place”, column B write in point of departure, where you left from. Then take a look at your orders, whatever it says on your orders under “From” on the Itinerary (travel order block 11) is the “Place” where you start your travel claim, write in your starting point.

The next column is the “Means/Mode of Travel”. This is a two-letter code that identifies how you actually left the starting point. These codes are shown on the reverse side of your travel claim, and in this instruction next paragraph. The first letter identifies the means, such as a government vehicle (“G”), commercial travel that has been pre-paid by the government (“T”), commercial travel purchased by you (“C”), or travel in a vehicle that is privately owned (“P”). The second letter is the mode of travel, whether by car (“A”), motorcycle (“M”), bus (“B”), airplane (“P”), train (“R”), or ship (“V”).

Putting this together, it pretty much goes as follows:

Mode of Travel

- CA** Cab
- CA** Rental Auto
- GB** MSC (government) provided Van/Bus transportation
- PA** You drove your own car
- CP** You paid for your own plane ticket
- TP** MSC (government) paid for the plane ticket

You will notice that the next column (“Reason for Stop”) is grayed out. This is because you haven’t finished...yet. Go to the next line down.

This may be your final destination or it may be just a place where you are waiting for the next leg of your journey. If you took a taxi from the CSU to the airport, then the airport is your first stopping point. Next to the “ARR”, fill in the date under the DATE column. Then write in the name of the stopping point. You will notice that the Means/Mode of Travel column is grayed out on this line. This is because you are no longer travelling. So now you must fill in the “Reason for Stop” column.

## A12: Travel Claim Samples

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The codes to indicate this are as follows:

Reason for Stop

**AT** Awaiting Transportation (for the plane to take off, or taxi)

**MC** Mission Complete

**TD** Temporary Duty

Don't bother with the Lodging Cost column (you can claim lodging later on the form) and the final column, "POC Miles", is used only if you have utilized a Privately Owned Conveyance for that leg of travel, usually your auto (PA, PM, PP, PV, etc). Write in the number of miles you utilized your vehicle for that leg of the journey, note the number of miles in column F.

Go on to the next line. Notice that the area for "Place" aligns with both an ARR time and a DEP time. Since you are now departing this first stopping point, simply fill in the date, and Means/Mode of Travel columns. Continue filling out Block 15 until you are "MC" at your final destination.

**Block 16** – is for POC (Privately Owned Conveyance) TRAVEL and if you used one and are claiming miles, you must mark if you own/operate the vehicle or if you were a passenger.

**Block 17** – DURATION OF TDY TRAVEL, asks how long your travel was, mark how long your trip was, 12 hours, more than 12 but less than 24 or over 24 hours.

**Block 18** – REIMBURSABLE EXPENSES, is where you ask for reimbursement for out of pocket expense. Using your receipts, list the date of the expense in the Date column. In the Nature of Expense column you would write down what the expense was. Some examples are, "Taxi to/from airport", "Rental Car", "Tolls", "Lodging/Hotel", and "Airfare". **Note\*\***, if you were not provided air fare at Government expense and needed to purchase a ticket from the ships agent or other travel agency, and was given an advance when departing from the ship for this purpose, **be sure to indicate the Ticket cost here**. If an **advance was indicated on your orders** and the funds were given to the agent for your ticket, be sure to claim that **cost here also**. If it is a rental car for a few days, indicate the dates like "01 Jan thru 05 Jan rental car". **NOTE\*\* ALWAYS BE GUIDED BY THE ORDERS, IF RENTAL AUTO USED**, be sure to include the **SATO Itinerary showing CAR**, you should not have expenses for LDW (Lost Damage Waiver), Hand Held GPS, ALI (Additional Liability) or Gas Service Option, if

you do have them, you will not be reimbursed for them, as these items are not reimbursable to you. In the Amount column, write in the amount of the expense. If your expense is in a foreign currency, write the amount in local currency in the Nature of Expense column and be certain travel understands this expense is shown in foreign currency. For example, "Taxi to airport, 25 DINARS, leave the column marked "Allowed" blank.

**Block 19** – GOVERNMENT/DEDUCTIBLE MEALS, is best left blank, you will generally be on a per diem for meals and travel understands this.

**Block 20** – calls for your signature and date. If you don't sign it, you won't get paid so **make sure you SIGN and DATE the form.**

Leave the rest of the form blank, the person who will be processing your travel claim will fill it in. Make a copy of the completed travel claim, orders, itinerary and all your receipts for your records. Then, collect your originals and place the completed claim sheet on top of your original orders. Place your receipts behind the orders. Having them in chronological order will help the processor find them easily. Then submit the claim through the appropriate person in the CSU, purser aboard ship (or Master for ship's that don't have a purser) or mail them to:

MSFSC

Attn: Travel N8232

471 East C. Street

Norfolk, VA 23511-2419

Some helpful telephone numbers are:

CIVMAR assistance toll free: MSFSC 1-800-793-5784

Travel Office MSFSC 757-417-4864, or 757-417-4313

**MAKE SURE YOU KEEP COPIES OF YOUR COMPLETED CLAIM PACKAGE** until your claim has been processed in case there are any questions.

# A12: Travel Claim Samples

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## TRAVEL CLAIM CHECKLIST FOR CIVMARS

Submit original Orders and Claim to Travel Claims Disbursing N-8232

- Temporary Duty Travel Authorization (**ORDERS – DD1610**)
- Stamped Endorsements needed for:
  - School Attendees
  - Ship Assignment endorsed by Master or Purser upon arrival to ship
- Computer Generated Flight Itinerary, SATO or all itinerary for tickets purchased by Mariner
- Certification statement if any of above documents are lost, or destroyed, etc.
- Travel Voucher or Subvoucher, DD1351 (**The Travel Claim** form)

## DOCUMENTATION REQUIRED

Air Line Ticket Expense receipt and all itineraries plus copy of ticket purchased if paid for by CIVMAR.

**ALL Lodging receipts** – BOQ/BEQ, Hotel/Motel receipts regardless of amount

Must cite the following:

1. Name
2. Location of Lodging
3. Daily room rate
4. Period of stay
5. Amount paid, & zero Bal

Taxi/ Limo/Shuttle receipts for fares of **\$75.00** and up

Rental Auto receipts required, must show amount **PAID**, the pre-calculated is

Not acceptable. All the receipts for Gas purchased, **all rental autos** must be

**Authorized on orders and on itinerary from SATO**

## **AMENDMENT (MOD) TO ORDERS IS REQUIRED WHEN.....**

Change in dates traveled, or itinerary differs from dates authorized, Mode of travel differs from block 12 or any reason than may effect the reimbursement of funds.

## **TRAVEL VOUCHER DD 1351-2 MUST BE SIGNED AND DATED BY TRAVELER, OR IT WILL BE RETURNED.**

## **FORM 1164 CLAIM REQUIRED FOR LOCAL MILES IN/AROUND TDY AREA**

## **UNSUED TICKETS MUST BE RETURNED WITH ORIGINAL ORDERS AND A COMPLETED 1351-2**

### **To file a claim, you must:**

Make a copy of your completed travel claim voucher, orders and all of your receipts.

- 1) Tape small receipts in chronological order to a blank sheet of paper to prevent any loss.
- 2) Place the completed travel claim voucher form on top of the original orders. If you only have a copy of your orders, write a signed statement that says: "I certify that my original travel orders have been lost and if found, I will not resubmit this claim." If you don't have either, you will need to request a replacement copy.
- 3) Place your receipts chronologically behind the travel orders.
- 4) Submit the travel claim to the CSU, the Purser or by mail to:

MSFSC

Attn: Travel N8232

471 East C. Street

Norfolk, VA 23511-2419

Always keep a copy of your travel claim voucher until it has been liquidated, in the event there are questions.

# A12: Travel Claim Samples

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<b>TRAVEL VOUCHER OR SUBVOUCHER</b>				<b>Read Privacy Act Statement, Penalty Statement, and instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.</b>				
<b>1. PAYMENT</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		Split Disbursement: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card Contractor. \$						
<b>2. NAME</b> (Last, First, Middle Initial) (Print or Type) LAST NAME, FIRST NAME, MIDDLE INITIAL			<b>3. GRADE</b> GS-??	<b>3. SSN</b> LAST 4		<b>4. TYPE OF PAYMENT</b> (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		
<b>6. ADDRESS</b> a. Number and Street    b. City    c. State    d. ZIP Code SHIP/CSU OR HOME ADDRESS				<b>10. FOR, D.O. USE ONLY</b> a. D.O. Voucher Number b. Sub-Voucher Number c. Paid BY d. Computations				
<b>7. DAYTIME TELEPHONE NUMBER AND AREA CODE</b> (    )		<b>8. TRAVEL ORDER NUMBER</b> COPY FROM LINE 22 OF TRAVEL ORDERS		<b>9. PREVIOUS GOVERNMENT PAYMENTS / ADVANCES</b>		<b>11. ORGANIZATION AND STATION</b> MFSC		
<b>12. DEPENDENT(S)</b> (X if accompanied and complete as applicable) a. Name (Last, First, Middle Initial)    b. Relationship    c. Date of Birth or Marriage <input type="checkbox"/> DO NOT WRITE HERE				<b>13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS</b> (include Zip Code) DO NOT WRITE HERE		<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain in Remarks)		
<b>15. ITINERARY</b> a. Date    b. Place (Home, Office, Base, Activity, City and Country, etc) Dep. <b>USUALLY HOME, SHIP OR CSU</b> Arr. <b>LIST ALL STOPS MADE DURING YOUR TRIP.</b> Dep. <b>TP</b> Arr. <b>AT</b> Dep. <b>MC</b> Arr. <b>YOUR LAST ENTRY WILL BE YOUR "MC" POINT OR LAST NOTED ITEM IN BLOCK 11 OF YOUR TRAVEL ORDER.</b> Dep. <b>MC</b> Arr.				c. Means / Mode of Travel	d. Reason for Stop	e. Lodging Cost		
<b>16. POC TRAVEL</b> (X one) <input type="checkbox"/> Own / Operate <input type="checkbox"/> Passenger				<b>17. DURATION OF TDY TRAVEL</b> <input type="checkbox"/> 12 Hours or less <input type="checkbox"/> more than 12 Hours but less than 24 hours <input type="checkbox"/> More than 24 Hours				
<b>18. REIMBURSABLE EXPENSES</b> a. Date    b. Nature of Expense    c. Amount    d. Allowed				<b>19. GOVERNMENT / DEDUCTIBLE MEALS</b> a. Date    b. No. of Meals    a. Date    b. No. of Meals				
LIST ALL YOUR EXPENSES EXCEPT MEALS AND TIPS IF YOU BOUGHT YOUR OWN AIRPLANE TICKET, CLAIM IT HERE. IF YOU WERE ISSUED AN ADVANCE TO PURCHASE A PLANE TICKET YOU MUST CLAIM IT HERE. YOU MUST HAVE ALL ITINERARIES. YOU MUST HAVE A RECEIPT FOR ALL EXPENSES \$75 OR MORE. YOU MUST HAVE A RECEIPT FOR ANY LODGING.				(1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due				
<b>20a. CLAIMANT SIGNATURE</b>						b. Date		
<b>c. REVIEWER'S PRINTED NAME</b>			d. REVIEWER'S SIGNATURE			e. Telephone Number		e. Date
<b>21a. APPROVING OFFICIAL'S PRINTED NAME</b> DO NOT WRITE HERE			b. Signature			c. Telephone Number		d. Date
<b>22. ACCOUNTING CLASSIFICATION</b> DO NOT WRITE HERE:								
<b>23. COLLECTION DATA</b> DO NOT WRITE HERE								
<b>24. COMPUTED BY</b>		<b>25. AUDITED BY</b>		<b>26. TRAVEL ORDER POSTED BY</b>		<b>27. RECEIVED</b> (Payee Signature and Date or Check No.)	<b>28. AMOUNT PAID</b>	

Subj: Obtaining Rental Vehicles

Ref: JTR Volume II C2102, C2102-c, C2102-e, FTR 301-10

Defense Transportation Regulation (DTR) Chapter 106

1. PURPOSE. To establish policy and procedures for MSFSC Civilian Mariners, Pursers, and Placement Officers in obtaining Rental Vehicles.
  - a. The agency must determine that use of a rental vehicle is advantageous to the government and must specifically authorize such use on the Travel Orders
  - b. It is mandatory to obtain rental vehicles through the CTO/SATO, when available. Use of participating rental car companies allow for the government rate to include full liability and vehicle loss and damage insurance coverage for the traveler and the government, and does not require additional insurance for drivers under the age of 25. Do Not allow expenses for other insurance items, such as for LDW, ALI. Do not allow for Gas Service Options, or hand held GPS options.
  
2. RESPONSIBILITIES
  - a. Pursers and Marine Placement Specialist should make the travelers aware of their responsibilities in obtaining rental vehicles. Travelers must Be in possession of a valid CREDIT CARD, as debit cards, cash check cards, or CASH will not be accepted by the rental auto agencies that are Participants. This will be the auto agency indicated on the orders, and in The CTO, SATO Itinerary.
  - c. Pursers when preparing travel orders for Ship Funded Leave to include training and require a Rental Auto should make arrangements to reserve same through SATO, if unable to contact an OCONUS SATO office they should mail or fax copy of orders to Travel CONUS to assist making these arrangements. If this is not possible before Traveler departs ship; the mariner MUST be made aware of responsibility to contact the travel office when they reach CONUS for assistance in obtaining the rental auto.
  - d. Marine Placement Specialist AND Ships Pursers should make travelers aware of the need to use a valid credit card and to be guided by the travel order instructions in remarks section of orders for obtaining any rental vehicle.

# A12: Obtaining Rental Vehicles

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## 2. REIMBURSEMENT

- a. When an available CTO is not used, reimbursement is limited to what the Government cost would be if a CTO (SATO) office had made the rental vehicle arrangements.
- b. Submit the following for reimbursement:
  1. Original of Travel Orders
  2. DD form 1351 Travel Voucher Claim
  3. Rental Auto Receipts (paid receipt showing balance zero)
  4. All Gas receipts for rental vehicle
- c. Additional help for filing claims is also found in the Instruction "How Do I Fill Out and File This Travel Claim" ..

## 3. DISPOSITION

Please forward completed 1351 Travel Claim Voucher and necessary back up documentation to MSFSC, Attn: Travel N-8232, 4471 East C. Street, Norfolk, VA 23511-2419. If you have any questions, please call Dawn Leonard, Supervisory Financial Management Analyst, MSFSC Travel at (757) 417-4450 or DSN 537-4450.



### **CIVMAR BENEFITS UPDATE**

### **Workers' Compensation Program, What to do if you get injured/ill – Information for New Hire Employees**

The Federal Employees' Compensation Act (FECA) established the Workers' Compensation program for federal government employees. The U.S. Department of Labor administers the FECA program. Within the Department of Labor, the Office of Workers' Compensation Program (OWCP) is responsible for the adjudication of claims. FECA covers all civil service mariners of MSC, except those who are ill or injured due to willful misconduct; intoxication, self-inflicted or intentional injury or death.

If you incur a work-related injury or occupational illness/disease onboard ship you may file for Workers' Compensation. A traumatic injury is defined as a wound or other condition of the body caused by sudden external force. Work-related injuries must be filed within three (3) years from the date of injury. The claim must identify the time, place of occurrence, and member of the body affected. Occupational Illness/Disease must have occurred, over time, in the performance of your duties and be causally related to the factors of employment. You should immediately report all injury/occupational notifications to your supervisor and seek medical care from the Medical Service Officer (MSO) onboard ship. If you require further medical treatment, Form CA-16 (explained below) should be completed within four hours, but not later than 48 hours after the injury. Upon notifying the MSFSC Injury Compensation Program Administration (ICPA) Benefits Branch (N173) POC for Authorization. An employee who sustains a job-related traumatic injury may be entitled to receive Continuation of Pay (COP) for a period not to exceed 45 calendar days, which includes Saturdays, Sundays and holidays, pending medical reports which reveal total temporary disability from work. Your responsible Injury ICPA authorizes COP and it is paid by the agency payroll office without interruption.

Benefits and/or Compensation is payable to a claimant through the DOL for lost wages, a loss of wage-earning capacity, a permanent physical impairment, medical treatment, medical examinations conducted at the request of OWCP as part of the claims adjudication

## **A13: Workers' Compensation**

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process, and vocational rehabilitation services, as well as, money paid to beneficiaries for an employee's death, services of an attendant and funeral expenses but, does not include COP. As soon as your physician declares you fit for duty, your medical status will be reviewed by the agency Fleet Medical Officer (FMO) and a determination of fit for full duty at sea will be rendered. You will then be restored back to duty and your compensation case will be closed.

When filing a claim you need to know the following steps to take:

- 1) Report the incident to your supervisor;
- 2) Obtain first aid or medical treatment and fill out the appropriate claim forms;
- 3) Establish the essential elements of your claim by meeting the "burden of proof" such as: timely filing of the claim; the injury occurred as reported; the injury was in the performance of duty and your condition or disability is related to the injury or factors of your employment;
- 4) File your claim for compensation with your ICPA listed below; and
- 5) Return to work as soon as allowed by your physician and the FMO.

Contact the CSC at (800) 793-5784 to reach your Injury Compensation Program Administrator (ICPA)

### **FEDERAL WORKERS' COMPENSATION GUIDE AND WEBSITE(S)**

List of Forms, Definitions, and How to Use Them:

#### **CA-1 (FEDERAL EMPLOYEE'S NOTICE OF TRAUMATIC INJURY AND CLAIM FOR CONTINUATION OF PAY/COMPENSATION)**

Purpose: serves as a report when an employee has sustained a sudden traumatic injury which is likely to result in lost time and/or incur medical expenses. Employee must submit within 30 days (but, will meet statutory time requirements if filed no later than three years after the injury). Claims must be filed within 30 days to be eligible for COP. Available at:

<http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-1.pdf>

### **CA-2 (FEDERAL EMPLOYEE'S NOTICE OF OCCUPATIONAL DISEASE AND CLAIM FOR COMPENSATION)**

Purpose: serves as a report when an employee has, over time, developed a condition in the work environment that is an occupational disease/injury which is likely to result in lost time and incur medical expenses. Employee must submit within 30 days (but, will meet statutory time requirements if filed no later than three years). These claimants are not entitled to COP.

Available at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-2.pdf>

### **CA-2a (NOTICE OF EMPLOYEE'S RECURRENCE OF DISABILITY AND CLAIM FOR PAY/COMPENSATION)**

Purpose: notification that an employee, after returning to work, is again disabled due to a prior injury or occupational disease.

### **CA-7 (CLAIM FOR COMPENSATION ON ACCOUNT OF TRAUMATIC INJURY OR OCCUPATIONAL DISEASE)**

Purpose: 1) claim for compensation benefits for lost time used by leave taken during the period of disability (leave buy back), 2) injury resulted in permanent impairment involving the total or partial loss, or loss of use, of certain parts of the body or serious disfigurement of the face, head, or neck and 3) loss of wage-earning capacity has resulted (Leave Without Pay status). This form must be accompanied by the attached CA-20 Attending Physicians Report.\*

Available at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-7.pdf>

### **CA-16 (AUTHORIZATION FOR EXAMINATION AND/OR TREATMENT)**

Purpose: authorizes an injured employee to obtain examination and/or treatment for up to 60 days. The supervisor should complete the front of the form within four hours of the request whenever possible. Where there is no time to complete the form, the supervisor may authorize medical treatment by telephone and send the completed form to the medical facility within 48 hours. The employee may initially select the medical provider of his/her choice but must obtain approval from DOL for any change in providers. No Web site listed.

## **A13: Workers' Compensation**

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### **CA-17 (DUTY STATUS REPORT)**

Purpose: interim medical reports, which contain information as to the employee's ability to return to any type of work. Available at: <http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-17.pdf>

**\*CA-20 (ATTENDING PHYSICIAN'S REPORT)** Available at:

<http://www.dol.gov/dol/esa/public/regs/compliance/owcp/ca-20.pdf>

Questions Regarding This Bulletin. Additional information about the subject of this bulletin is available at the MSC web site at <http://www.msc.navy.mil/msfsc/>

If you have any questions about this bulletin, call the Customer Support Center at (800) 793-5784 between 8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday, excluding holidays. You may also send your email questions to [civmar@marinersupport.com](mailto:civmar@marinersupport.com).

### International Organization of Master, Mates and Pilots

Ms. Ruthann (Randi) Ciszewski (MM&P)  
Consultant  
C/O MEBA  
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Washington, DC 20001  
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Phone (Mobile): (202) 841-4252  
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### District No. 1 PCD, MEBA

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Fax: (757) 489-4126  
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### Seafarers International Union of North America – National Maritime Union

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# A15: Work Schedule

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**DEPARTMENT OF THE NAVY**  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
1283 TOW WAY DRIVE  
NORFOLK, VA 23511-2419

12600  
Ser N171/4173  
19 Dec 2008

## MEMORANDUM

From: Director, Human Resources & Manpower Department  
To: All Military Sealift Command Civil Service Mariners  
Subj: FAILURE TO MAINTAIN A REGULAR WORK SCHEDULE  
Ref: (a) Afloat Personnel Management Center Memorandum of 1 Jul 04  
(b) MSFSC Memo of 31 Aug 06

1. This memorandum replaces references (a) and (b).
2. Maintaining proper manning and readiness of our vessels is of paramount importance especially in light of the vital role that Military Sealift Command (MSC) plays supporting the battle-groups and the current fight against terrorism. Availability of Civil Service Mariners (CIVMARs) for assignment on a regular basis enables MSC to successfully accomplish our primary mission. Without it we put the agency and the nation at risk.
3. Accordingly, upon issuance of this notice, mariners who fail to maintain a regular work schedule may be subject to disciplinary action up to and including removal. Employees' individual situations will be examined on a case by case basis and may be classified as unable to maintain a regular work schedule if they fall into either of the below categories:
  - a. Unable to clear medical for over six months from last availability for sea duty.
  - b. Prematurely detached for medical reasons prior to completing a normal four month tour more than once in a 12 month period due to a medical condition.
4. In some cases you may have a medical condition that may qualify you for a disability retirement. Should this be the case, feel free to contact "The Benefits Line" at 1-888-320-2917 to speak with a Customer Service Representative (CSR) who is available from 7:30 a.m. – 7:30 p.m. Eastern time, Monday through Friday (except Federal holidays) to assist you; or, email the CSR at: [info@navybenefits.org](mailto:info@navybenefits.org).
5. If you feel you have a personal problem which may be affecting your job performance, conduct, or work schedule, you may obtain confidential counseling through the Civilian Employee Assistance Program (CEAP). If you would like information concerning CEAP, please contact Ms. Wilhemia Seward at (757) 417-4275 or via email: [Wilhemia.Seward@navy.mil](mailto:Wilhemia.Seward@navy.mil).

A handwritten signature in cursive script that reads "Phyllis B. Spano".

PHYLLIS B. SPANO



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