



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

MSFSCINST 12631.1

N1

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MSFSC INSTRUCTION 12631.1

Subj: LEAVE ADMINISTRATION PROCEDURES FOR CIVILIAN MARINE  
EMPLOYEES

Ref: (a) Civilian Marine Personnel Instructions (CMPI) Sec 630  
(b) Civilian Marine Personnel Instructions (CMPI) Sec  
4650

Encl: (1) Request for Leave or Approved Absence, Office of  
Personnel Management Form 71, of Jun 01

1. Purpose. Establish procedures and policies concerning leave planning for all Civil Service Mariners (CIVMARs), including Masters and Chief Engineers. This instruction has been revised and should be read in its entirety.

2. Cancellation. APMCINST 12630.1B, and APMCINST 5311.1

3. Policy

a. Reference (a) outlines provisions governing the types of leave and the use of leave for CIVMARs.

b. Reference (b) outlines provisions governing emergency leave and travel entitlements.

c. It is the Military Sealift Fleet Support Command (MSFSC) firm goal to provide a timely relief to CIVMARs requesting leave in accordance with this instruction and in a manner consistent with mission requirements, operational needs, and manpower authorizations.

d. Responsibility for proper leave administration for CIVMARs rests with Masters and with CIVMAR Placement Division (MSFSC N15).

e. Enclosure (1) is the official form for requesting leave, and is available at [www.opm.gov/ocalleave/I-TML/formindx.asp](http://www.opm.gov/ocalleave/I-TML/formindx.asp).

4. Discussion

a. Masters and MSFSC shore staff have a dual responsibility to adequately man ships. Every effort will be made to keep ships fully manned except during official phase downs. While it is important that ships be kept manned to the fullest extent possible, sailing will not be delayed if vacancies do not adversely affect the successful accomplishment of the mission, nor affect the required manning levels established by the United States Coast Guard, Certificate of Inspection.

b. After being relieved from assignment, CIVMARs will normally be approved for leave requests of 30 calendar days. Extensions to the approved leave period may be requested at any time prior to the expiration of the current leave period and will be considered for approval based on current manning needs and rating availability. Leave requests will be granted for the time requested to the maximum extent possible. Cancellation of leave will be kept to a minimum. Requests for long periods (>30 days) of accrued leave and or subsequent unpaid leave will be considered for approval as mission and manning constraints allow.

c. Requests for leave for emergency purposes will be handled as expeditiously as possible and in accordance with applicable procedures and regulations. Reference (b), Sec 4-3.b contains a detailed explanation of emergency leave including, verification requirements, circumstances for eligibility, travel, and relief considerations.

d. Action may be taken to administratively relieve CIVMARs with large amounts of accrued leave when necessary to avoid forfeiture of excess annual leave and/or due to operational mission requirements.

e. Mandatory training classes may occasionally be scheduled within the approved leave period due to inflexible class schedules. Leave is not charged while the CIVMAR is in a training duty status. These occurrences will be the exception rather than the rule, and every effort will be made to minimize disruption to an individual's leave plans.

f. CIVMARs who have completed, or will complete, a normal four month tour of duty, and who have requested leave/relief in

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accordance with applicable procedures will be relieved as soon as possible. Consideration must be given to ships' schedules, mission requirements, availability of qualified replacements, and transportation availability. CIVMARS will not depart ships upon completion of tours before replacements report and/or without proper authorization.

5. Action

a. CIVMARS desiring leave or approved absence will:

(1) Submit a fully completed copy of enclosure (1) when requesting leave. All leave requests will be submitted in writing and include the total amount of leave requested, the type of leave desired (shore, annual, sick, compensatory time, leave without pay, etc.), the desired start and end dates for each type of leave requested, the reason for the request, and a valid address, phone number and/or e-mail address, if available, in the Remarks Section of Block six. Should enclosure (1) not be available, a written request (e.g. email, faxed letter, telegram, etc.) that includes all relevant information may be submitted.

(2) Request relief from their shipboard assignment by submitting enclosure (1) to the Master at least 60 days in advance, using the established shipboard chain of command. Immediately following the Master's review, the relief request will be forwarded to CIVMAR Placement Division (MSFSC N15) using the current Crew Change/Outport Personnel Action (OPA) reporting procedures. While assigned to a ship, CIVMARS (with the exception of Master and Chief Engineer) are not to request leave directly from any member of the CIVMAR Placement Division (MSFSC N15) or any ashore staff.

(3) Masters and Chief Engineers will submit their leave requests at least 60 days in advance to the respective Port Officer with a copy to their respective Marine Placement Specialist (MPS).

(4) CIVMARS not assigned to a ship, shall request leave or extensions of leave through their assigned MPS by submitting enclosure (1), or a letter, telegram or e-mail message should enclosure (1) not be available. Leave and leave extension requests should be submitted no later than three business days

before the start of the leave period to allow sufficient processing time.

(5) Check the "Other Paid Absence" block in Section 4 of enclosure (1) for all Shore Leave, Time Off Award Leave, or other types of leave not directly reflected on the form, and write the type of leave requested, for example "Shore Leave," in the Remarks Section, Block six.

(6) Submit requests for leave extensions to their supervisor (ashore or afloat) in writing using enclosure (1), or letter, telegram or e-mail, at least seven calendar days prior to the approved leave period end date. Such requests do not constitute automatic approval of continued leave. All requests for leave extensions will be considered on a case-by-case basis, taking into account the needs of the agency as well as the desires and circumstances of the CIVMAR.

(7) Retain copies of approved and disapproved leave requests for one year for future reference as might be required, for example, requests for annual leave restoration.

(8) Report for duty as otherwise directed by their immediate supervisor upon completion of approved leave, or if their leave (or a portion of) is cancelled; medically compliant with valid passports, Merchant Mariners' document, Coast Guard licenses, and other credentials and/or certificates required for the position assigned.

b. Masters will:

(1) Survey CIVMARs as to their leave intentions far enough in advance to provide MSFSC N1 60 days notice of the CIVMAR's request. CIVMARs must meet their minimum shipboard duty requirement of 120 days by the effective date of their leave. Should CIVMARs request leave with less than 60 days notice, they must be notified that replacements may not be possible when they requested. These requests will be honored as operational requirements and replacements permit. In such instances, CIVMARs will be required to remain aboard until replacements can be provided.

(2) Submit to MSFSC N15, using the current Crew Change/OPA reporting procedures, reports of all CIVMARs,

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including themselves, requesting leave in accordance with reference (a) no later than the first workday of each month, to be effective in 60 days. Leave requests of ineligible CIVMARs will not be submitted unless an emergency exists. In accordance with references (a) and (b), nothing in this instruction prohibits MSFSC from short touring CIVMARs to meet other operational requirements. Cancellations of leave requests will be accepted by email or in writing at any time. In cases where a replacement has been identified and cannot be diverted elsewhere, the CIVMAR requesting cancellation of leave may be reassigned, sent to mandatory training as due, or directed to report to the CIVMAR Support Unit waiting reassignment.

(3) Notify MSFSC N15 of any collateral duties of the incumbent CIVMAR that the MPS should consider when planning reliefs. Such collateral duties include Force Protection Officer, Chemical Biological Radiological Defense Officer, Surface Rescue Swimmer, requirement for Small Arms certification, requirement for Gas Free Engineering certification, etc.

(4) Notify MSFSC N15 of vacancies occurring.

(5) Notify the CIVMAR Placement Department Director and the appropriate Branch Head (Deck, Engine and Supply) of last minute vacancies on sailing day when replacement is mission essential.

(6) Strictly adhere to the limitations of leave granted on voyage (Ship's Leave) as specified in reference (a). Annual leave granted from the ship is strictly limited to the duration of the port layover. If a replacement is unnecessary, Ship's Leave exceeding the duration of the port layover may be granted, but only in cases of emergency leave as defined in reference (b), and such periods must be reported to MSFSC N15. The ship must maintain contact address and telephone numbers of CIVMARs granted leave to facilitate recall in case of early sailing and to ensure full manning upon departure. Ship's Leave usage must be properly documented in payroll records in accordance with current payroll procedures. Crew shortages incurred by use of Ship's Leave shall not be reported as vacancies. CIVMARs remaining attached to ship, but using thirty (30) or more consecutive days of Ship's Leave will be required to complete a new tour of duty. This situation is commonly related to

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shipyard repair periods. **NOTE:** If funded travel is requested and approved, the CIVMAR will be required to complete a new sea tour upon return, regardless of the amount of leave used. Eligibility for funded travel is addressed in the Travel Advisory, "Funded Travel for Ship's Leave Purposes," dated 17 October 2000.

(7) Determine which billets will not be required during lengthy port periods such as overhaul in coordination with the Operational Planning Committee events. CIVMARs not approved to remain aboard will either be detached from the ship and approved by MSFSC N15 to take leave, provided an active leave request is on file, reassigned, or directed to their CIVMAR Support Unit for reassignment. These actions will be coordinated between the Master and appropriate MPS. CIVMARs directed for reassignment will not be required to begin a new shipboard tour unless the employee takes leave prior to the assignment. If the Master wishes a CIVMAR to remain attached to the ship, but the billet occupied is not one approved to remain aboard, he/she may consider a CIVMAR's request for Ship's Leave in coordination with the respective MPS. However, those who are approved for ship's leave for 30 or more days will be required to begin a new shipboard tour upon return from leave. Eligibility for funded travel is addressed in the Travel Advisory, "Funded Travel for Ship's Leave Purposes," dated 17 October 2000.

(8) Ensure proper leave documentation is completed in accordance with reference (a) for all CIVMARs granted or denied leave and maintain that documentation in accordance with standard record keeping retention guidelines.

(9) Report leave information to the Financial Management Department, CIVMAR Support Branch (N8231) with payroll data.

(10) For CIVMARs relieved from their shipboard assignment, route the departing and leave sequence information via e-mail correspondence to the following group mailboxes: MSFSC N15 at MSFSC\_PLACEMENTACT@NAVY.MIL; Personnel Systems Branch (N172) at MSFSC\_PERSACT@NAVY.MIL; and Payroll (N8231) at MSFSC\_PAYROLL@NAVY.MIL. When sending personal information electronically, the following statement must be placed at the beginning of the correspondence:

FOR OFFICIAL USE ONLY - this transmission contains material

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covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "Need to Know." If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify originator immediately by e-mail and destroy the transmission.

(11) For CIVMARs relieved from their shipboard assignment, forward a copy of enclosure (1) to MSFSC N15 electronically or by mail.

(12) Notify the CIVMAR Placement Division Director or designated alternate, as appropriate, when it appears a ship may be delayed because of crew shortage.

c. CIVMAR Placement Division (MSFSC N15) will:

(1) Acknowledge receipt of all leave requests, cancellations, and approve or disapprove requested leave within three business days of receipt.

(2) Ensure proper documentation for approved or disapproved leave is completed in accordance with reference (a) and retained in accordance with standard record keeping guidelines.

(3) Notify the ship in advance of prospective replacements. As reliefs become available and scheduled, notify the ship as soon as possible to allow for the CIVMAR being relieved to make arrangements.

(4) Make every reasonable effort to provide qualified replacements in a timely manner.

6. Review. MSFSC N15 is responsible for the annual review of this instruction.



J. R. TAYLOR

Distribution: (MSFSCINST 5216.1C)  
List I and II

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### Request for Leave or Approved Absence

1. Name (Last, first, middle)	2. Employee or Social Security Number
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3. Organization

4. Type of Leave/Absence					5. Family and Medical Leave	
Check appropriate box(es) and enter date and time below	Date		Time		Total Hours	If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:
	From	To	From	To		
<input type="checkbox"/> Accrued annual leave						<input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self  <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i>
<input type="checkbox"/> Restored annual leave						
<input type="checkbox"/> Advance annual leave						
<input type="checkbox"/> Accrued sick leave						
<input type="checkbox"/> Advance sick leave						
<b>Purpose:</b> <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other						
<input type="checkbox"/> Compensatory time off						
<input type="checkbox"/> Other paid absence (specify in remarks)						
<input type="checkbox"/> Leave without pay						

6. Remarks

7. **Certification:** I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

7a. Employee signature	7b. Date signed
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8a. Official action on request       Approved       Disapproved      *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

8b. Reason for disapproval

8c. Signature	8d. Date signed
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**Privacy Act Statement**  
 Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.