

MILITARY SEALIFT COMMAND



CMPI 610 USER'S GUIDE

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INTRODUCTION: CMPI 610 ORIENTATION VIDEO



The CMPI 610 Orientation Video can be viewed on Military Sealift Command's website:

<http://www.msc.navy.mil/civmar/policy/video/CMPI610-Intro.wmv>

Please note that the email address in the video is incorrect.

The correct address is MSCCMPI610@gmail.com.

CHAPTER 1: INSTRUCTION 610

HOURS OF WORK AND PREMIUM PAY

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Section 1. Preamble

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1-1. **SCOPE AND COVERAGE**. This instruction regulates the hours of work and premium pay for civil service mariners (CIVMARs). It applies to all CIVMARs employed by Military Sealift Command (MSC) listed in CMPI 512 (Positions).

1-2. **AUTHORITY**. Section 5348 of 5 U.S. Code, requires that the compensation of CIVMARs, employed by MSC, be fixed and adjusted, from time to time, with prevailing rates and practices in the maritime industry, as nearly as is consistent with the public interest.

1-3. **POLICY**. It is the policy of the Commander, Military Sealift Command (COMSC), that CIVMARs will be given just compensation for their services. CIVMARs will not be required to perform work for which premium pay is authorized, and then denied such pay. It is a primary goal of COMSC to keep ship operating expenses to a minimum consistent with efficient operation. Consequently, abuse or maladministration of this instruction resulting in excessive costs will not be tolerated, and may result in administrative action. Revisions to this Instruction will be negotiated in accordance with applicable bargaining obligations, if any, under the Labor-Management Relations Statute, section 7100 of 5 U.S. Code.

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2-1. AUTHORIZATION OF PREMIUM PAY

a. Responsibility for administration of premium pay on CIVMAR manned ships is the direct responsibility of the Master or on ships without a Master, the Officer-in-Charge (OIC).

b. Premium pay management includes initiating, certifying the justification and approving the performance of premium pay work for the safe operation of the ship.

c. Authorization of premium pay work may be delegated by the Master/OIC to department heads. If the Master/OIC determines that a department head is not fulfilling his/her obligations, authorization may be withdrawn in writing to the department head at any time.

d. Compensation for all work authorized by the department head and performed by a CIVMAR shall not be denied.

e. All types of premium pay work shall be assigned as equally as possible among members of the crew. This shall not apply to specialized work requiring specialized skills or to those CIVMARs who do not make themselves available for overtime.

2-2. AUDIT OF PREMIUM PAY EXPENDITURES. Consistent with the policy expressed in section 1-3, Commander Military Sealift Command (COMSC) assigns Comptroller (N8) with the responsibility of continuous audits of premium pay expenditures in order to prevent or correct abuses and/or maladministration and for coordinating the review of all premium pay expenditures.

2-3. PREMIUM PAY DISPUTES

a. Disputes concerning the interpretation or application of CMPI 610 shall be submitted by the CIVMAR or group of CIVMARs to the Master within 30 calendar days of the issue in dispute using the authorized Premium Pay Dispute (PPD) form found in Appendix 1, or any other method of written submission, as long as it contains the information stated in Appendix 1.

b. The Master has up to 15 calendar days from the date of submission to issue a decision. If the PPD is not resolved to the satisfaction of the CIVMAR, or if the Master does not respond within 15 calendar days, the CIVMAR may elect to file a grievance to the appropriate shore side official within the time frames set forth in the applicable grievance procedure using the existing PPD submission. The first day for determining timeliness for grievance filings shall be the day after the Master responds but no more than 16 calendar days from the date of the submission to the Master.

2-4. COMPENSATORY TIME

a. Electing. Any CIVMAR may request a waiver of overtime pay during a specified period and in lieu thereof, accrue hour for hour compensatory time. Election is voluntary. The CIVMAR will notify his/her department head of the intent to elect compensatory time in lieu of overtime pay prior to the commencement of the work. This request shall be submitted to the

department head. The CIVMAR may request that all or part of overtime pay hours be credited as compensatory time. (Use appropriate duty code, earning code CTE)

b. Using Compensatory Time

1. Compensatory time may be accumulated and be taken when not in conflict with operating necessities of MSC. To avoid accumulating a large amount of compensatory time, CIVMARs should take compensatory time off as soon as possible after earned. (Duty code A7, earning code CTT)

2. Unless a CIVMAR is in a use-or-lose annual leave situation, compensatory time must be used prior to annual leave.

c. Limits on Compensatory Time. In accordance with DoD Financial Management Regulation, Volume 8, Chapter 5, compensatory time off must be used by the end of the 26th pay period after the one in which it was earned. Compensatory time not used during the established time period shall be paid at the overtime rate at which it was earned.

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3-1. CALL OUTS

a. When CIVMARs are required to report for mandatory work outside of their normal work hours, they shall be compensated at the CIVMAR's applicable overtime rate for the 30 minutes prior to the required reporting time. This 30 minute callout period will be included in all premium pay calculations, provided the CIVMAR reports for duty, ready for work, by the required reporting time. If the CIVMAR reports after the required reporting time, all premium pay calculations will commence from the time the CIVMAR actually reported for duty.

b. Exceptions

1. When dayworking CIVMARs perform voluntary work or participate in drills after the 1700 meal hour and before 2000, the one-half (1/2) hour callout period is not applicable. In this case, overtime pay is computed from the time the CIVMAR is required to report for duty.

2. CIVMARs working voluntary overtime shall not receive a penalty meal hour.

c. CIVMARs shall receive a full hour off duty for meal and rest or be compensated in accordance with section 4-4.

3-2. UNITS OF PREMIUM PAY.

- a. When CIVMARs are required to work during premium pay hours, a minimum of one (1) hour shall be paid. This may include 60 minute periods when multiple premium pay rates apply. Additional time worked beyond any 60 minute period shall be paid in 60 minute increments. Premium pay ends, subject to the minimum, when the CIVMAR is secured or dismissed for the specific premium pay work (including time standing by).
- b. Exception: Supply department personnel assigned to work 8 hours in a spread of 12 will receive a half hour minimum for work performed during their 30 minute break period.

3-3. SIMULTANEOUS APPLICATION OF PREMIUM PAY RATES (PYRAMIDING)

- c. Pyramiding: Certain duties and/or working conditions are compensated by the simultaneous application of more than one premium rate. When applicable, the phrase “pyramiding is allowed for this section” will clearly be stated in each section.
- d. When pyramiding is not allowed and two (2) or more work evolutions of different pay rates occur within the same 60 minutes, the CIVMAR will be paid as follows:
 1. For periods of premium pay work of 60 minutes or less, the CIVMAR will receive one (1) hour at the highest applicable rate.

Example: A CIVMAR is on overtime. After 13 minutes, the CIVMAR begins handling explosives. The payment for explosive handling would be payable for that hour.

2. For periods of premium pay work greater than 60 minutes, the CIVMAR will receive the highest applicable rate in one (1) hour increments.

Example: CIVMAR is on cargo handling /supervisory or explosive handling for one (1) full hour and the evolution ends 15 minutes into the next hour, the CIVMAR is entitled to two (2) hours at the applicable explosive handling rate.

3. CIVMARs shall not receive more than one (1) hour of premium pay for 60 minutes or less of premium pay work.

Example: While on port security or safety watch, a CIVMAR works 45 minutes of overtime on a security drill, overtime would be payable instead of penalty time. Penalty pay would resume at the end of the 60 minute increment.

3-4. CONTINUOUS OVERTIME

a. If the interval of time between the end of an overtime period of work and the start of another overtime period of work is two (2) hours or less, CIVMARs will be paid the overtime rate of pay continuously.

b. Exception. When watchstanders' regularly scheduled watch is being compensated at the overtime rate of pay (e.g. Saturdays, Sundays and holidays) such watch period(s) shall not be considered an overtime period for the purposes of this section.

1. Time allowed for meals shall be considered as part of the time interval between overtime periods but shall not be counted for overtime pay purposes.

3-5. SETTING OF PORT AND SEA TIME

a. Port Time

1. Begins. Port time begins 30 minutes after a ship is properly anchored or moored at or in the vicinity of a port (or other place of loading or discharging).

(a) Exceptions. Port time does not apply to:

(1) Emergency anchorage

(2) Hove-to solely for reasons of safety such as repairs, fire, re-securing of cargo, weather, or for the sole purpose of landing sick or injured persons.

2. Ends. Port time ends 30 minutes prior to the time when the last mooring line is cast off or anchor is aweigh for the purposes of the ship putting directly to sea.

b. Sea Time. Sea time is all time not considered as port time.

c. Sea Watches During Port Time. Port time conditions shall apply whether or not sea watches are broken.

3-6. CALL BACKS. In port, when CIVMARs ashore are required to return to the vessel for unscheduled work outside of their normal working hours Monday thru Friday inclusive, they shall be paid a minimum of two (2) hours overtime. On Saturdays, Sundays, and Holidays, they shall be paid a minimum of four (4) hours of overtime. When such work exceeds these hours, CIVMARs will be paid in one (1) hour increments. (Use appropriate duty code, earning code OTN)

a. Exceptions

1. This does not apply when called back to sail the ship directly to sea.

2. Call back minimums are not payable while sea watches are in effect.

3-7. SETTING AND BREAKING SEA WATCHES

a. Setting Sea Watches. For all watchstanders, watches will be set at 0001 on the day of departure.

b. Breaking Sea Watches. Sea watches shall be broken within one (1) hour after the ship is securely anchored, moored or made fast to the dock at any port where the ship is to remain in excess of 24 hours.

3-8. CROSSING THE INTERNATIONAL DATELINE. For computation of pay including premium pay when a ship crosses the International Date Line see CMPI 531 (Wage Administration), section 4-4 e.(3).

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4-1. ASSIGNMENT TO HOURS OF WORK

a. The Master, CIVMAR OIC or other Officer delegated this responsibility will determine the specific hours of work to be assigned to CIVMAR personnel. Such hours of work shall conform to the rating and the duties required of the rating of the employees concerned. Any change or substitution of assigned hours of work will be subject to prior approval by the Master or the Officer delegated authority for such changes by the Master.

1. Hours of Work. The normal working day shall be eight (8) hours per day. Overtime is payable only for work in excess of eight hours unless otherwise provided for in this instruction. CIVMARs standing regular sea watches shall be paid overtime at the applicable rate for Saturday, Sunday and holiday watches and for all work in excess of eight (8) hours between midnight and midnight each day. 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. (Use code 01, earning code OTN for CIVMARs standing regular sea watches who are paid overtime at the applicable rate for Saturday, Sunday, and holidays. Use code 03, earning code OTN for all work in excess of eight (8) hours between midnight and midnight each day.)

2. Dayworker. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

3. Watchstander. CIVMARs on a rotational work shift schedule. Watchstanders of the Deck and Engine Department generally work 4 hours on duty and 8 hours off duty at sea and 8 hours on duty followed by 16 hours off duty in port. Watchstanders in the Communications Department generally work 8 hours on duty and 16 hours off duty. Alternate watch schedules may be required.

(a) At Sea. Normally, watches will be:

0000-0400, 1200-1600
0400-0800, 1600-2000
0800-1200, 2000-2400

(b) In Port. Normally, watches will be:

0000-0800
0800-1600
1600-2400

4. Supply Department Food Handlers and Service Personnel

(a) At sea or in port, CIVMARs are assigned to work during eight (8) hours in a spread of 12 between 0630 and 1830, Monday through Sunday and holidays. These hours may be shifted one (1) hour either way, without additional compensation.

(b) Normally, the defined schedule will be as follows:

0630-0700 - Work
0700-0730 - Meal
0730-1000 - Work
1000-1030 - Off-duty
1030-1100 - Work
1100-1130 - Meal
1130-1330 - Work
1330-1530 - Off-duty
1530-1630 - Work
1630-1700 - Meal
1700-1830 - Work

5. Fourth Meal (Not Hot Night Lunch). When augments are assigned to a vessel to prepare and serve a fourth meal, their regular hours of work shall be:

(a) 2130 to 0630 Monday through Sunday and holidays

(b) Two (2) 30 minute meal breaks are allowed during this period

(c) These hours may be shifted one hour in either direction without additional compensation

6. Temporary Position Changes Within the Same Rating

(a) Temporary Change of Position for 14 Days or More. When a CIVMAR in the same rating is changed from a watchstander to a dayworker or a dayworker to a watchstander, for 14 days or more, the CIVMAR shall be re-rated (via SF-50) and will be paid the higher rate of compensation or his/her permanent rate, whichever is higher, for the duration of the temporary assignment. Upon completion of the temporary assignment, the CIVMAR will be re-rated back to and shall receive the compensation of their original position.

(b) Temporary Change of position for 13 Days or Less. When a CIVMAR in the same rating is changed from a watchstander to a dayworker or a dayworker to a watchstander, for 13 days or less, and is assigned to perform the duties and responsibilities with a higher base pay, s/he shall be compensated as follows:

(1) Licensed. The CIVMAR shall be compensated by receiving 1 (one) hour of overtime on a daily basis for each day the CIVMAR is assigned to perform such duties. (Duty code E7, earning code GEN)

(2) Unlicensed. The CIVMAR shall be compensated by receiving \$10.00 per day for each day the CIVMAR is assigned to perform such duties. (Duty code E7, earning code GEN)

4-2. LIMITING WORK ON SEA WATCHES

a. No work, except for the safe navigation of the vessel, is to be performed after 1700 and before 0800, without the payment of premium pay.

b. If CIVMARs standing regular watch on Saturday, Sunday or holidays are required to do any work other than routine work, they shall be paid at the applicable penalty time rate, in addition to the overtime rate being paid. Pyramiding is allowed for this section. (Use appropriate duty code, earning code PTN)

c. Exceptions

1. Routine work for the safe navigation of the vessel
2. Docking and undocking
3. When work consists of duties exempt from premium pay (such as, drills or inspections)
4. Unplanned maintenance and repairs to machinery in response to emergent conditions
5. Sanitary work on watch:

(a) Entry level watch personnel shall normally be assigned to perform the routine sanitary work of the unlicensed crew common areas, such as, lounges, laundries, public heads and passageways adjacent to their respective department berthing during their routine hours of work without the payment of additional compensation.

(b) Sanitary work on the bridge shall be performed by the watch between the hours of 0600-0800 without additional compensation. Customary sanitary work shall include mopping bridge, polishing brass on days of arrival and cleaning:

- (1) Wheel house
- (2) Bridge wings
- (3) Chart rooms
- (4) Adjacent areas, such as, ladders, hand rails and windows

4-3. REST PERIODS FOR WORK PERFORMED AFTER MIDNIGHT

a. Licensed (In Port). When Licensed Officers work overtime, Monday through Friday excluding holidays, after midnight and before 0600, they shall have a rest period during the same day between 0800 and 1700 of one (1) hour for each hour of work performed. If, due to special circumstances, the rest period is not allowed, then the penalty rate shall be paid for each hour worked. (Duty code 84, earning code PTN)

1. Exception. On days of departure, such rest period shall not interfere with Licensed Officers standing their regular watches.

b. Unlicensed

1. At sea or in port, when CIVMARs are working on overtime between 0001-0600, they are entitled to one (1) hour of rest for each hour worked including hours when continuous overtime was earned.

2. Rest periods shall be given during the normal working hours on the same day and shall be in addition to the overtime allowed for such work.

3. If a rest period is not given due to operational requirements of the ship, the CIVMAR will be paid hour for hour for the missed rest period on the basis of one-eighth (1/8) of the daily base rate. (Duty code 84, earning code GTB)

4. Exception. This section does not apply to CIVMARs turned on overtime on Saturdays, Sundays and holidays.

4-4. UNBROKEN HOUR FOR MEAL AND REST TIME

a. All dayworking CIVMARs will be allowed a full unbroken hour off-duty for meals and rest. If a full hour for meals and rest cannot be provided, due to operational requirements, CIVMARs will be paid a penalty meal hour. (Duty code 83, earning code PTN)

1. Normally, the unbroken hour for day workers shall be:

Breakfast 0700–0800
Lunch 1200–1300
Supper 1700–1800

2. Normally, the meal serving hours shall be:

Breakfast 0730–0830
Lunch 1130–1230
Supper 1700–1800

3. With adequate notice, these times may be varied to accommodate ship operations but such variations should not exceed one hour either way. However, every effort will still be made to allow CIVMARs to receive their full unbroken hour for meals and rest.

b. Supply Department Food Handlers and Service Personnel. Supply CIVMARs assigned to eight (8) hours in a spread of 12 hours (0630 to 1830) shall be given one-half (1/2) hour for meals or rest before the ship's scheduled meal serving hours. If the one-half (1/2) hour cannot be provided due to operational requirements, the CIVMARs will be paid one-half (1/2) of the applicable penalty meal hour rate. (Duty code 83, earning code PTN)

c. Every effort shall be made to ensure that CIVMARs are provided the opportunity to eat during the serving hours.

d. Exception. CIVMARs working voluntary overtime shall not receive a penalty meal payment.

4-5. NIGHT LUNCH

a. Except for personnel standing routine watches, in port or at sea, a nutritious box lunch, a hot night lunch or penalty meal hour will be provided as outlined below:

1. If six (6) or less CIVMARs, regardless of department, are working more than four (4) hours continuous between 1800 and 0300, a box lunch and drink shall be provided to each CIVMAR.

2. If more than six (6) CIVMARs, regardless of department assigned, are working more than four (4) hours continuous between 1800 and 0300, a hot night lunch shall be provided to each CIVMAR.

3. In both examples above, CIVMARs will be allowed a minimum of 20 minutes to eat. Normally, night lunch will be served in the mess hall.

4. Supply Department CIVMARs called out to prepare night lunches will not be considered part of the CIVMAR minimum. (Duty code 60, earning code OTN)

5. CIVMARs standing a watch and CIVMARs not part of the designated working party are not authorized to partake in prepared box/hot night lunches.

6. When a box lunch or hot night lunch is not provided as stipulated herein, a penalty meal hour will be paid in lieu of the meal. (Duty code 83, earning code PTN)

b. CIVMARs standing a watch will be provided a cold night lunch, which may include: nightly cold cuts, cheese or equivalent or leftovers from the last dinner.

4-6. EMERGENCY DUTIES, DRILLS, INSPECTIONS AND MEETINGS

a. Emergency Duties. Any work necessary for the safety of the ship, passengers, crew or cargo, or for the saving of other ships in jeopardy and the lives therein, shall be performed at any

time and such work shall not be considered overtime. Once emergency conditions have been rectified, any subsequent work shall be paid at the applicable rate.

b. Drills

1. Fire, life boat or other emergency drills shall be held between 0800 and 1700 Monday through Friday without the payment of overtime. The Master will make every effort to conduct drills during these hours.

2. Fire, lifeboat or other drills which are required on days of departure, required by the United States Coast Guard (USCG) or the American Bureau of Shipping (ABS) may be held on Saturdays, Sundays, holidays or between 1700 and 0800 Monday through Friday and shall not be subject to the payment of overtime.

3. All other drills authorized by the Master, which are held on Saturdays, Sundays, holidays or between 1700 and 0800 Monday through Friday shall be subject to the payment of overtime to off-watch/off-duty CIVMARs and shall be paid at the applicable overtime rate. (Duty Code 87, earning code OTN)

4. If a debriefing session is required as part of a drill, it shall be normally kept to a minimum of time and shall not last more than 30 minutes.

5. Safety stand downs or other additional training sessions shall not be considered drills.

6. In Port. When watches have been broken, CIVMARs coming off watch shall not be required to turn to for drills unless they have been given six (6) hours off duty prior to the drill, unless the drill is required by the USCG or the ABS. Masters will use the utmost prudence and discretion in requiring off watch personnel to attend routine in port drills by providing a sufficient rest period prior to commencement of drills.

c. Inspections and Meetings. Routine inspections of work or berthing areas which require a CIVMAR's presence will be conducted during the CIVMAR's regular duty hours. If off-duty CIVMARs are required to attend inspections or meetings, they will be compensated at the applicable overtime rate. (Duty code 94, earning code OTN)

4-7. GANGWAY/PORT SECURITY/SAFETY WATCHES

a. Gangway Watch. Unlicensed CIVMARs assigned to stand gangway watches will only be required to perform the routine duties normally associated with gangway watches, to include the handling of weapons, without the payment of additional compensation.

b. Port Security and Safety Watches

1. Licensed

(a) Penalty pay is payable during any off duty hours while in a standby status. (Duty code 04, earning code PTN)

(b) Overtime is payable if assigned to work.

2. Unlicensed. Unlicensed CIVMARs required to remain aboard the ship during their off duty hours to be available for duty in connection with the security and/or safety of the ship or cargo as required by applicable policies shall be paid as follows:

(a) Atlantic. Penalty time is payable during any off duty hours, while in a standby status. Overtime is payable if assigned to work. (Duty code 04, earning code PTN)

(b) Pacific. Port security force/port fire watch rate as described in the Pacific schedule of wages is payable during any off duty hours, while in a standby status. (Duty code 04, earning code GGN) Overtime is payable if assigned to work.

4-8. CARGO

a. Definition. Cargo - Any item intended for transfer to or received from any vessel, unit or activity. This does not include items identified for own ship's use or to support embarked detachments.

b. Dry Cargo (Non-Explosive)

1. Licensed Deck Officers

(a) When longshoremen are unavailable and Licensed Deck Officers are required to actively supervise crewmembers engaged in cargo activity, they shall be compensated at the cargo rate of pay, provided Unlicensed CIVMARs are receiving the cargo rate of pay. The cargo rate of pay for Licensed Deck Officers shall be one and one half (1 1/2) the penalty rate of pay. (Duty code 22, earning code OTN [off-duty]/MDN [on-duty])

(b) Exception. Additional compensation shall not be payable when crewmembers add to existing lashings or shoring, or remove lashings prior to docking.

2. Licensed Engine Officers. When Engine Officers are required to handle dry cargo or cargo gear for handling of such cargo, they shall receive the penalty rate of pay for such work performed during straight time hours. (Duty code 22, earning code PTN) Overtime shall be paid for this work during overtime hours. (Duty code 22, earning code OTN)

3. Unlicensed CIVMARs

(a) When qualified CIVMARs are required to handle cargo in port or at anchor, including lightering locations, the applicable cargo handling/longshoreman rate is payable. (Duty code 19, earning code MGN [off-duty]/MHN [on-duty])

(b) The following work assignments are deemed to be handling cargo:

1. Winch Signaling
2. Slinging (Aboard the vessel or on the pier)
3. Crane/Boom winch operation (Including spotting the booms)
4. Forklift operation off the ship and at the loading location on deck
5. Designated cargo loading safety observation
6. Work ashore in support of airhead operations including Landing Signalman

Enlisted (LSE) duties

(b) Electricians. When any electrician is required to be aboard a ship while in port and working cargo, even if s/he is not on duty, s/he shall receive overtime for all hours that s/he is required to be aboard other than their regular hours. (Duty code 19, earning code OTN)

c. Dry Cargo (Explosive)

1. Explosives are:

- (a) Ammunition for cannons 37 mm (1-1/2") caliber or over
- (b) Ammunition for cannons, with explosive projectiles
- (c) Projectiles, grenades, bombs, mines and torpedoes
- (d) Ammunition with explosive bullets
- (e) Ammunition with explosive chemicals
- (f) Black powder and low explosives
- (g) High explosives such as dynamite
- (h) Initiating or priming explosives such as blasting caps
- (i) Gas bombs and cylinders containing toxic chemicals

(j) Any other explosive defined by NAVSEA OP 4 and 5 (Ammunition and Explosive Safety Afloat/Ashore)

2. Ships Carrying Explosives

(a) CIVMARs shall be paid an additional 10% of either the shipboard or permanent base rate of pay, whichever is higher, per day for any day during any part of which the CIVMAR is aboard a ship carrying 50 short tons or more of explosives. (Duty code B3, earning code BZN)

(b) Exceptions

(1) When a CIVMAR is not aboard the ship for three or more consecutive days, no additional compensation is authorized except the non-watchstanding compensation as stated in the applicable schedule of wages. (Duty code B3, earning code NBN)

3. Explosives Handling

(a) Licensed. When no regular longshoreman or stevedores are available and non-Officers are employed in the handling of explosives, Deck and Engine Officers who are required to participate directly in the handling of or supervise the handling of such explosives shall be paid 10% of the hourly penalty rate in addition to the penalty or overtime rate being earned. (Duty code 21, earning code ERN [on-duty]/EXN [off-duty])

(b) Unlicensed

(1) When qualified CIVMARs are required to handle explosives in port or at anchor, including lightering locations, the applicable explosive handling rate is payable. (Duty code 23, earning code EZN [off-duty]/EFN [on-duty])

(2) The following work assignments are deemed to be handling cargo:

- a. Winch Signaling
- b. Slinging (Aboard the vessel or on the pier)
- c. Crane/Boom winch operation (Including spotting the booms)
- d. Forklift operation off the ship and at the loading location on deck
- e. Designated cargo loading safety observation
- f. Work ashore in support of airhead operations including Landing Signalman Enlisted (LSE) duties

(3) All types of explosive handling work shall be assigned as equally as possible among qualified members of the crew.

(4) Electricians. When any electrician is required to be aboard a ship while in port and working cargo, even if s/he is not on duty, s/he shall receive overtime for all hours that s/he is required to be aboard other than their regular hours. (Duty code 23, earning code OTN)

d. Liquid Cargo

1. Licensed

(a) When Licensed Deck and Engine Officers assigned to actively supervise or participate in the loading or discharging of liquid cargo, to include taking soundings or turning valves, they shall be paid the penalty rate of pay. When this work is performed during overtime hours, overtime shall be paid. (Duty code 38, earning code OTN [off-duty]/PTN [on-duty])

(b) Exception. This provision is not payable to Officers assigned to billets whose primary responsibilities include the loading or discharging of liquid cargo (i.e.; Cargo Mates and Cargo Engineers)

2. Unlicensed

(a) Connecting or disconnecting cargo or bunker hoses:

(1) Ashore

a. When any CIVMAR is required to go ashore to handle, connect or disconnect the following hoses listed below, the penalty rate shall be paid. (Duty code 28, earning code OTN [off-duty]/PTN [on-duty])

1. Cargo fuel hoses
2. Cargo oily waste hoses
3. Ship bunker hoses

b. Exception. This provision is not payable to CIVMARs assigned to connect the ship's engine room oily waste hoses or other ship's service connections.

(2) Onboard the Vessel

a. CIVMARs are expected to handle, connect or disconnect the following hoses onboard as part of their routine duties:

1. Cargo fuel hoses
2. Cargo oily waste hoses
3. Ship bunker hoses

b. When this work is performed during overtime hours, overtime shall be paid.

1. Exception (Atlantic CIVMARs). If performed on Saturday, Sunday or holidays, between 0800-1700, penalty time will be paid in addition to any overtime being earned. In this case, pyramiding is allowed. (Duty code 28, earning code PTN, add overtime entry)

4-9. PREPARING CARGO HOLDS

a. In Port. When preparing the holds for cargo during regular working hours, any Unlicensed CIVMAR assigned to construct perimeter bulkheads using stanchions shall be paid at the applicable rate. Outside regular working hours the regular overtime rate of pay shall apply.

1. Exceptions. This payment does not include:

- (a) Setting or removing of stanchions during loading/unloading cargo
- (b) Blocking and bracing to secure the cargo for sea
- (c) Sweeping and vacuuming cargo holds

b. Applicable Rates

Atlantic (Duty code 19, earning code OTN [off-duty]/PTN [on-duty])

Straight Time Hours: Penalty Rate
Overtime Hours: Overtime Rate

Pacific (Duty code 19, earning code GGN)

Straight Time Hours: Port Security and Port Fire Watch Rate, as noted in the Pacific
Schedule of wages
Overtime Hours: Overtime Rate

4-10. SHIP'S STORES/PROVISIONS

a. Definition. Ship's Stores - Any item, including provisions, identified for ship's use by any department, embarked detachment or crew.

b. Loading

1. Deck Department. Normally, it shall be the routine duties of the Unlicensed Deck Department to load ship's stores from the pier to the ship during regular working hours without additional compensation.

2. Engine Department. Unlicensed Engine CIVMARs may be required to carry stores on board for the Engine Department during regular working hours without additional compensation.

3. Supply Department. If Supply Department CIVMARs are required to net, sling, chainhook, operate forklifts or hand carry stores to move ship's stores from the pier to the ship during regular working hours, they shall be paid penalty pay. (Duty code 63, earning code PTN)

c. Stowing

1. Unlicensed Deck Department CIVMARs may be responsible for relocating ships stores to designated departmental staging areas without penalty pay during regular working hours.

2. Once issued by the Supply Department, each department shall be responsible for stowing their own stores, including daily provisions, without penalty pay during regular working hours. During regular working hours, any CIVMAR assigned to stow another department's stores shall be paid penalty pay. (Duty code 63, earning code PTN)

3. The Supply Officer, Junior Supply Officer, Chief Steward, Chief Cook, Yeoman-Storekeeper, and Assistant Storekeeper may be required to check and supervise stowage of stores during regular working hours without payment of additional compensation.

4-11. TRASH

a. Definition. Trash - Any waste generated by the ship for disposal, including hazardous material. Trash received from any other vessel when transferred off the ship shall be treated as cargo.

b. Unlicensed. When qualified CIVMARs are assigned to the following work, the applicable rate is payable during straight time hours.

1. Feeding, opening or cleaning the:

(a) Pulper

(b) Pucker

(c) Glass shredder

(d) Metal shredder

(e) Compactor

(f) Exception. Operation of the incinerator is not payable under this section.

2. Sort trash at the final designated trash sorting location prior to disposal or offloading from the vessel. Trash collection from staterooms, galley or other common areas is not payable under this section.

3. Offload trash from the ship to the pier and/or barge/scow. This provision applies when personnel handle or remove from the ship by hand or by cargo gear, trash which has accumulated on the ship.

(a) The following work assignments are deemed to be off-loading trash by cargo gear:

- (1) Winch Signaling
- (2) Slinging (Aboard the vessel or on the pier)
- (3) Crane/Boom winch operation (Including spotting the booms)
- (4) Forklift operation off the ship and at the loading location on deck

c. Applicable Rates. In addition to their base pay, when CIVMARs are assigned to perform the work described above they shall receive the following:

Unlicensed Deck/Engine Atlantic (Duty code 35)

Straight Time Hours: 1.5x Penalty Rate (Earning code MDN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Deck/Engine Pacific (Duty code 35)

Straight Time Hours: Cargo Rate (Earning code MHN)
Overtime Hours: Overtime Rate (Earning code OTN)

Supply Atlantic (Duty code 35)

Straight Time Hours: 1.5x Penalty Rate (Earning code MDN)
Overtime Hours: Overtime Rate (Earning code OTN)

Supply Pacific (Duty code 35)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

4-12. DIRTY WORK

a. Enclosed Spaces

1. Licensed. When Licensed Engine Officers are required to enter the spaces below, they shall be paid the applicable rate.

(a) Boilers

(b) Condensers (including cleaning hot wells)

(c) Engine air manifolds

(d) Engine lube oil sumps

(e) Air receivers and plenums

(f) Any similar enclosed space to actively supervise or inspect the cleaning of the enclosed space or to perform cleaning or repair work. "Actively supervise or inspect," as contained in this provision, means that the Engine Officer is required to enter the space to supervise or inspect, not merely stand outside and look in.

2. Unlicensed. Typically, this shall be the work of Unlicensed Engine Department CIVMARs. When Unlicensed CIVMARs are assigned to enter or work within the spaces below, they shall be compensated at the applicable rate.

(a) Boilers

(b) Condensers (including cleaning hot wells)

(c) Engine air manifolds

(d) Engine lube oil sumps

(e) Air receivers and plenums, or any similar enclosed space

3. Applicable Rates. When CIVMARs are assigned to perform the work described above they shall receive the following, in addition to their base pay:

Licensed Engine (Duty code 33)

Straight Time Hours: Penalty Rate (Earning code PTN)

Overtime Hours: Overtime Rate plus 10% of the Overtime Rate (Earning code

THN)

Unlicensed Atlantic Deck (Duty code 33)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)

Overtime Hours: The applicable Dirty Work Overtime Rate or the CIVMAR's Overtime Rate, whichever is higher (Earning code FAN)

Unlicensed Atlantic Engine (Duty code 33)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)

Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate,

whichever is higher (Earning code FAN)

Unlicensed Pacific Deck (Duty code 33)

Straight Time Hours: Cargo Rate (Earning code MHN)

Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific Engine (Duty code 33)

Straight Time Hours: Dirty work rate (Earning code FBN)

Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate, whichever is higher (Earning code FAN)

b. Soot. When CIVMARs are required to remove soot accumulated inside of the smoke stack, they shall be paid the applicable rate.

1. Applicable Rates

Unlicensed Atlantic Engine (Duty code 33)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)

Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate, whichever is higher (Earning code FAN,

Unlicensed Pacific Engine (Duty code 33)

Straight Time Hours: Dirty Work Rate (Earning code FBN)

Overtime Hours: The Dirty Work Overtime Rate or the CIVMAR's Overtime Rate, whichever is higher (Earning code FAN)

c. Work Below Deck Plates/Bilges

1. Licensed. When Licensed Engine Officers are required to work below deck plates or enter bilges to actively supervise or inspect the cleaning of the enclosed space, or to perform repair work, they shall be paid the applicable rate. "Actively supervise or inspect," as contained in this provision, means that the engineer is required to enter the space to supervise or inspect, not merely stand outside and look in.

(a) Exceptions

(1) When CIVMARs are assigned to overhaul machinery, pumps, etc., on the tank tops, or in wells in tank tops where floor plates or grills are beside the equipment, no additional compensation is authorized.

(2) When CIVMARs are assigned to operational work such as turning a valve on pumps located on tank tops immediately below the floor plates, no additional compensation is authorized.

2. Unlicensed. Typically, this shall be the work of Unlicensed Engine Department CIVMARs. When Unlicensed CIVMARs are working below deck plates or entering bilges or cofferdams fouled by petroleum products or sewage for the purpose of cleaning, painting or repair, they are compensated at the applicable rate.

(a) Exceptions

(1) When CIVMARs are assigned to overhaul machinery, pumps, etc., on the tank tops, or in the wells in tank tops where floor plates or grills are beside the equipment, no additional compensation is authorized.

(2) When Wipers are assigned to clear limber holes, clean bilge strainers, or clear away debris or rags in bilges, no additional compensation is authorized.

(3) When CIVMARs are assigned to operational work such as turning a valve on pumps located on tank top immediately below the floor places, no additional compensation is authorized.

3. Applicable Rates

Licensed Engine (Duty Code 51)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime (Earning code OTN)

Unlicensed Atlantic Deck (Duty Code 51)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Atlantic Engine (Duty Code 51)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
Overtime Hours: Dirty work Overtime Rate or the CIVMAR's Overtime Rate, whichever is higher (Earning code FAN)

Unlicensed Pacific Deck (Duty Code 51)

Straight Time Hours: Cargo Rate (Earning code MHN)
Overtime Hours: Overtime Cargo Rate (Earning code MGN)

Unlicensed Pacific Engine (Duty Code 51)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
Overtime Hours: Dirty work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN)

d. Sewage (Engine Department)

1. CIVMARs assigned to perform work which causes contact with black water sewage or the dirty side of the Contaminated Holding Tank (CHT) or Marine Sanitation Device (MSD), they shall be compensated at the applicable rate. This includes when a CIVMAR is sent to the pier or barge to connect or disconnect sewage hoses, but shall not include connecting or disconnecting sewage hoses aboard the ship. This shall not be construed to be applicable to any other form of "waste disposal unit" other than for handling sewage.

2. Applicable Rates

Licensed Engine (Duty code 50)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Atlantic Engine (Duty code 50)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN)

Unlicensed Pacific Engine (Duty code 50)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
Overtime Hours: Dirty work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN)

e. Oil Spills

1. Unlicensed. In the event an oil spill occurs on deck, any CIVMAR assigned to assist in cleaning such spill shall be entitled to additional compensation at the applicable rate.

(a) Exceptions

(1) This payment shall not apply to the usual spillage which may occur as a result of breaking the joint of a hose.

(2) Wipers are required to clean up oil spills in the engine room and all other Engine Department spaces without additional compensation.

(3) This payment shall not apply until the spill has been contained.

2. Applicable Rates

Unlicensed Atlantic Deck (Duty code 33)

Straight Time Hours: Dry Cargo Class C Penalty Rate (Earning code FFN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Atlantic Engine (Duty code 33)

Straight Time Hours: Dry Cargo Class C Penalty Rate (Earning code FFN)
Overtime Hours: Overtime Rate (Earning code OTN)

Supply (Duty code 33)

Straight Time Hours: Dirty Work Rate as described in the Atlantic schedule of wages pay notes (Earning code GSN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific Deck (Duty code 33)

Straight Time Hours: Cleaning Oil Spills Rate as described in the Pacific schedule of wages pay notes (Earning code GSN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific Engine (Duty code 33)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
Overtime Hours: Dirty Work Overtime Rate (Earning code FAN)

f. Clean-up Time

1. Unlicensed. When CIVMARs are assigned to enter the spaces described in this section, for the purpose of cleaning or repair, they shall be allowed one hour off with pay for cleaning clothes and washing up. When the hour is allowed during straight time, no additional compensation is authorized. When the hour is allowed during overtime hours, the overtime dirty work rate or the overtime rate, whichever is greater, shall be paid. When the hour cannot be allowed, CIVMARs shall receive an additional hour at the CIVMAR's overtime rate. (Duty code 33, earning code OTN/FAN, note "clean-up time" in remarks)

2. Pyramiding of premium pay is allowed for this section.

4-13. INSTALLING OR REMOVING EQUIPMENT

a. Unlicensed

1. Chief Electricians/Electricians/Electronic Technicians. When required to install any new equipment or equipment customarily installed by shipyard workers/contractors, during straight time hours, they shall be paid at the applicable rate.

(a) Exceptions

(1) New equipment shall not include installations of new or light equipment such as:

a. Wiring

b. Cabling

c. Small motors

d. Electric fans

e. Armatures

f. Coils and other small electrical fixtures and equipment

g. When electrical installations are made for the convenience of the crew, in crew messrooms, quarters, heads, etc.

(2) This provision shall not apply to removals, replacements or repairs to existing, worn out or defective equipment.

(3) Second Electricians will not be entitled to penalty pay for work performed under this provision.

2. Refrigeration Engineers. When required during straight time hours to make new installations which are in addition to refrigeration equipment presently installed, they shall be paid at the applicable rate.

(a) Exception. This provision shall not apply to removals, replacements or repairs to existing, worn out, or defective refrigeration equipment.

b. Applicable Rates

Electronic Technicians Atlantic (Duty code 41)

Straight Time Hours: Penalty Rate (Earning code PTN)

Electronic Technicians Pacific (Duty code 41)

Straight Time Hours: One-half (1/2) of the Engine Department Straight Time Cargo Rate as found in the Pacific Schedule of Wages special pay notes. (Earning code FLB)

Chief Electricians/Electricians/Refrigeration Engineers (Atlantic and Pacific) (Duty code 41)

Straight Time Hours: Penalty Rate (Earning code PTN)

4-14. WORKING ALOFT

a. Unlicensed Engine. Electronic Technicians and Electricians (of any rating) working aloft on range lights, navigation lights, cargo flood lights, blinker lights or topping winches that are located on masts shall receive penalty pay for such work during straight time hours.

1. Exception. This section does not apply while working aloft while standing on permanently installed kingpost platforms.

b. Communications Department. When members of the Communications Department are working aloft on antennas located on masts or outboard of permanently installed kingpost platforms, they shall receive penalty pay for such work during straight time hours.

c. Applicable Rates

Electronic Technicians Atlantic (Duty code 46)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Electronic Technicians Pacific (Duty code 46)

Straight Time Hours: One-half (1/2) of the Engine Department Straight Time Cargo Rate. (Earning code FLB)
Overtime Hours: Overtime Rate (Earning code OTN)

Electricians of any rating (Atlantic and Pacific) (Duty code 46)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Communications Department (All)

Straight Time Hours: Penalty Rate (Earning Code PTN)
Overtime Hours: Overtime Rate (Earning Code OTN)

4-15. PAINTING AND SURFACE PREPARATION (SOUGEEING, CHIPPING, ETC.)

a. Unlicensed

1. Deck

(a) CIVMARs may be required to chip, sougee, scale, prime and paint all Deck Department and non-CIVMAR quarters, passageways adjacent to all quarters, common areas, dining areas, lounges, laundries, galleys, pantries and ships offices between 0800 and 1700, Monday through Friday, without extra compensation. If assigned to perform this work in engine room spaces during regular straight time hours, they shall receive the penalty time rate. (Duty code 34, earning code PTN)

(b) In Port. CIVMARs may be required to chip, paint, sougee, scale and paint the vessel over the sides. However, Unlicensed CIVMARs shall not be required to work over the side or aloft when the vessel is loading or unloading explosives.

2. Engine

(a) Engine Utilitymen and Wipers shall paint in engine room and other Engine Department spaces during straight time hours without additional compensation.

(b) All other Unlicensed Engine Department CIVMARs shall receive penalty pay if required to paint, polish bright work, wire brush, chip or scale during straight time hours. (Duty code 34, earning code PTN)

(1) Exceptions

a. Pumpmen may be required to paint in the cargo pump room during straight time hours without additional compensation.

b. Refrigeration Engineers may be required to paint in heating, ventilation and air conditioning (HVAC) spaces during straight time hours without additional compensation.

3. Supply

(a) CIVMARs may be required to sougee and clean in Supply Department spaces during regular working hours without the payment of additional compensation.

(b) If members of the Supply Department are assigned to chip, paint and scale in Supply Department spaces, the work will normally be assigned outside of straight time hours. However, if assigned during straight time hours, they shall receive the penalty time rate. (Duty code 34, earning code OTN/PTN)

4. Communication. CIVMARs may be required to chip, paint and scale in Communication Department spaces, including antenna pedestals during regular working hours without additional compensation.

4-16. SPRAY PAINTING/SAND BLASTING/BEAD BLASTING

a. Unlicensed. When CIVMARs are required to use portable paint sprayers or portable sand blasting equipment, or if required to use bead blasting equipment on deck, they shall be paid at the applicable rate.

1. Exception. Payment is not provided for use of small handheld paint sprayers or for small enclosed sand blasters.

b. Applicable Rates

Unlicensed Atlantic (Duty code 34)

Straight Time Hours: Spray Guns and Sand Blasting Machine Rate as described in the Atlantic Schedule of Wages pay notes (Earning code FDN)

Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific (Duty code 34)

Straight Time Hours: Cargo Straight Time Rate (Earning code MHN)

Overtime Hours: Overtime Rate (Earning code OTN)

4-17. TANK CLEANING/REPAIR

a. Licensed

1. Deck. When Licensed Deck Officers are required to enter a tank or cofferdam to actively supervise or inspect the cleaning of tanks/cofferdams, they shall be paid the applicable rate. “Actively supervise or inspect,” as contained in this provision means, that the Deck Officer is required to enter the tank to supervise or inspect, not merely stand topside and look down.

2. Engine. When Licensed Engine Officers are required to enter a tank or cofferdam to actively supervise or inspect the cleaning of tanks/cofferdams, they shall be paid the applicable rate. “Actively supervise or inspect,” as contained in this provision, means that the Engine Officer is required to enter the tank to supervise or inspect, not merely stand topside and look down.

b. Unlicensed

1. Cleaning. When CIVMARs are required to enter any tank for the purpose of cleaning or mucking, they shall be paid at the applicable rate.

(a) Exception. CIVMARs are required to shift Butterworth-type machines or wash the tanks from the decks as part of their routine duties without additional compensation.

2. Repairing. When CIVMARs are required to enter tanks for the purpose of repairing, chipping, scaling, wire brushing or cementing within the tanks, they shall be paid at the applicable rate.

3. Applicable Rates

Licensed Deck (Duty code 31)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Licensed Engine (Duty code 31)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate plus 10% of Overtime Rate (Earning code THN)

Unlicensed Atlantic (Duty code 31)

Straight Time Hours: Tankers and NFAF Oilers Class C Tank Cleaning Rate
(Atlantic Schedule of Wages) (Earning code TKN)
Overtime Hours: Tankers and NFAF Oilers Class C Tank Cleaning Rate plus
applicable Overtime Rate (Atlantic Schedule of Wages) (Earning code TJN)

Unlicensed Pacific (Duty code 31)

Straight Time Hours: Straight Time Cargo Rate (Earning code MHN)
Overtime Hours: Overtime Cargo Rate (Earning code MGN)

4-18. HANDLING MOORING LINES ASHORE

a. The practice of sending CIVMARs off the ship to handle mooring lines when docking and undocking is to be avoided as much as possible.

b. If any CIVMARs are required to go on the pier to handle mooring lines when docking or undocking, they shall be paid penalty time for such work in addition to any other compensation being earned. (Duty code 29, earning code PTN)

1. Pyramiding is allowed for this section.

c. This provision shall not apply after the ship is properly moored and Unlicensed CIVMARs are required to put out additional lines or single-up lines during regular working hours.

4-19. FLEET SUPPORT VESSELS (ARS/ATF)

a. In performing a towing operation, the vessel and its tow are a unit. Deck Department CIVMARs on watch have the responsibility for making and breaking up the towing unit, without the payment of additional compensation.

1. Exceptions. Except as provided for in section 4-6.a., overtime shall be paid, whether on watch or off, when Licensed and Unlicensed CIVMARs are:

(a) Called out outside of their regular hours.

(b) Placed aboard a tow while underway to assist with any necessary inspection, repair and maintenance of machinery or equipment, including dewatering and repair of leaks; or (Duty code 88, earning code OTN)

(c) Required to work aboard a ship or other craft involved in a casualty that the support vessel is assisting. (Duty code 88, earning code OTN)

b. When CIVMARs assigned to the support vessel are required to sleep or eat aboard a ship or other craft involved in a casualty, the terms and conditions of CMPI 593 (Subsistence and Quarters) will apply.

c. This section shall apply if MSC operates any additional CIVMAR-manned class of support vessels which perform a similar type of mission.

4-20. SPECIAL WORK REQUIRING PREMIUM PAY. Premium pay may be applicable for work performed by CIVMARS aboard ships engaged in special projects which is of an unusual or hazardous nature. Examples of such work are as follows:

a. Arctic and Antarctic Work. CIVMARs performing work aboard ships on special projects in Arctic and Antarctic waters which is of an unusual or hazardous nature; such as recovery, repair, rehabilitation and planting of mooring buoys, recovery testing and repair of flexible oil discharge lines and associated marker buoys or work ashore to locate and rehabilitate navigational aids, shall be paid at the applicable rate:

1. Applicable Rates

Licensed (Duty code 90)

Straight Time Hours: Penalty Rate (Earning code PTN)

Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed (Duty code 90)

Straight Time Hours: Overtime Rate (Earning code OTN)

Overtime Hours: Overtime Rate (Earning code OTN)

b. Premium Pay for 21 Quad Cable Handling. During a cable watch, the 21 quad cable handling rate is payable to Unlicensed CIVMARs actually:

1. Engaged in the handling of 21 quad cable (or equivalent cable by weight) or
2. Overseeing 21 quad cable operations.

(a) Applicable Rates

Unlicensed (Duty code 11, earning code MBN)

Straight Time and Overtime Hours: 21 Quad Cable Handling Rate as found in
the Atlantic Schedule of Wages pay notes

c. Surface Rescue Swimmers (SRS)

1. SRS certified CIVMARs assigned to SRS duties will receive, in addition to their normal compensation, the rate specified in the pay notes of applicable wage schedule when:

(a) Flight quarters is in effect; and

(b) Called out for SRS duties in support of flight quarters (Duty code F2, earning code MRS)

2. Pyramiding is permitted under this section. (If pyramiding on overtime, additional entry duty code 26, earning code OTN)

3. See applicable COMSCINST 3130.2 series (SRS instruction-condition under which this special rate is payable.)

d. Work with Lead Paint and Asbestos

1. Removal of, or work with, lead paint or asbestos, shall not be the routine work of CIVMARs.

2. Only properly trained CIVMARs shall be required to do such work and they shall be compensated at the overtime rate for the hours worked during regular working hours. (Duty code 34, earning code OTN)

4-21. PREMIUM PAY WHEN LIBERTY IS RESTRICTED

a. CIVMARs are normally granted liberty in port when they are not scheduled to work. Restrictions of liberty which require premium payment will be paid for all off-duty hours in accordance with the terms of CMPI 630 (Leave and Liberty) and any other applicable agreements. (Duty code 85, earning code PTN)

b. If not specified by CMPI 630 (Leave and Liberty) or other applicable agreements, penalty time rates will apply.

c. Exception. CIVMARs performing duties which are compensated by premium pay, including security watch/fire party/reaction force.

4-22. PREMIUM PAY CONNECTED WITH DELAYS IN DEPARTURE

a. If the vessels departure is delayed due to loading or discharging of cargo or the loading of bunkers or stores, the new departure time shall promptly be posted.

b. When any such delay exceeds one (1) hour and the sailing board has not been changed or canceled, CIVMARs who were:

1. Off-duty and called out in support of departure, will be dismissed and will receive two (2) hours of penalty pay for reporting when liberty expired. Pyramiding is permitted in this section. (Duty code 86, earning code PTN and OTN)

2. Off-duty in ports where liberty was permitted and required to return to the ship or remain on board, will receive penalty pay from the time required to report (liberty expired as posted on the sailing board) through to the time the vessel actually sails. (Duty code 86, earning code PTN)

c. Exception. The penalty pay described above shall not apply if sailing is delayed due to the breakdown of engine or cargo gear, impediments to navigation such as weather (rain, fog, etc.) or any other conditions beyond the Master's control.

4-23. HAZARD AREAS

a. Procedure for Payment

1. The Master/OIC is responsible for maintaining a record of all applicable hazard pay to which CIVMARS and midshipmen/cadets are entitled.

2. Sick Leave. When in the hazard area, CIVMARs are eligible for hazard pay if the illness or injury is incurred in the line of duty and not caused by the employee's willful misconduct.

3. Ashore on Annual Leave, Shore Leave, or absent from duty without Authorization. Hazard pay is not payable to a CIVMAR on annual or shore leave or when absent from duty without authorization for a full day (midnight to midnight).

4. Separated or Repatriated CIVMARs. When in the hazard area, Hazard pay will be paid during a CIVMAR's repatriation unless the CIVMAR has been separated from the ship due to voluntary resignation, desertion from the ship or termination.

b. Areas

1. War Zone (Duty code E4, earning code BWB)

(a) Entitlement. A war zone payment of one hundred percent (100%) of the applicable daily base salary is payable to each CIVMAR while employed on a ship, when in an area announced as a war zone by COMSC in accordance with direction from higher authority.

(b) Computation. A war zone payment is to be computed on a daily basis with any portion of a day in the area considered a full day for payment purposes. Payment is computed on a base salary only; it is not computed on premium pay or any other compensation.

(c) Termination. The war zone payment will be terminated on the day following the date the area is no longer considered a war zone, or on the day following the date when a ship or a CIVMAR departs the designated area.

2. Imminent Danger Pay (IDP) (Duty code B4, earning code EDP)

(a) Entitlement. CIVMARs are entitled to IDP for qualifying service during a day or portion of a day in which they are on official duty in an area designated by the Secretary of Defense.

(b) Computation

(1) IDP is a monthly payment calculated and paid on a day-for-day basis.

(2) Daily payment shall be the amount equal to 1/30th of the maximum monthly amount as specified in DoD Financial Management Regulations.

(3) Total monthly payments shall not exceed the maximum amount as specified in DoD Financial Management Regulations regardless of the number of days in the month.

a. Total payment for months with 28, 29, or 31 days will equal the maximum amount as specified in DoD Financial Management Regulations if all days within the month qualified within this section.

(c) Exclusion. IDP is not authorized if CIVMARs are receiving any Area Bonus as provided for in this section.

(d) Termination of IDP. IDP will be terminated the day following the date the Secretary of Defense's designation is no longer effective.

3. Vessel Attack Payment (Duty code E5, earning code EVB)

(a) When authorized by COMSC, a flat sum vessel attack payment is payable to each CIVMAR aboard a ship when in an area declared a war zone and the conditions specified below result from direct war hazard to the ship. Direct war hazard means active attack by gunfire, torpedo, bomb or other missile directed at a ship. It does not include hazard from mines, ammunition aboard ship, grounding or other factors.

(b) Vessel attack payment is payable to CIVMARs each time an MSC ship is subject to war hazard resulting in conditions specified below, regardless of whether the ship is in port, at anchorage or on the high seas.

(c) Vessel attack payment is payable when any of the following conditions are met. A warning shot across the bow in compliance with International Law does not constitute an "attack."

(1) The ship is damaged or destroyed. Damage need not be such that the ship is in immediate danger of sinking.

(2) One or more CIVMARs assigned to the ship is injured or killed. Injury need not be such that the employee is in danger of permanent incapacitation or death.

(d) Only one vessel attack payment is to be paid during the course of a shift from one port or anchorage to another port or anchorage.

4. Harbor Attack Payment (Duty code E6, earning code EHB)

(a) When authorized by COMSC, a flat sum harbor attack payment is payable when in declared war zone to each CIVMAR assigned aboard an MSC ship in port or anchorage within a harbor and the harbor or ship itself is attacked.

(b) Only one harbor attack payment is payable if CIVMAR receives a vessel attack payment the same day.

4-24. Personnel Assigned or Detailed to Ships in Reduced Operational Status (ROS)

a. Licensed

1. General Provisions. This section applies to personnel assigned or detailed to ships in Reduced Operational Status (ROS).

2. Hours of Work. The administrative workweek for Licensed CIVMARs shall be five (5) consecutive days of eight (8) hours each, Monday through Sunday. The workweek may be staggered to begin on any day of the week, and the eight (8) hour workday may be any time between 0001 and 2400, at the discretion of the Master or Officer-In-Charge (OIC), to provide a flexible work schedule.

3. Premium Pay. Overtime shall be paid for all work in excess of eight (8) hours per day, 40 hours per week or for work performed on holidays. Overtime is not payable for work on Saturdays and Sundays if those days fall within the regular 40 hour workweek. Time spent in a regular duty status, Monday through Friday, while assigned to an active ship or not detailed to an ROS ship, will be considered in computing the basic 40 hour workweek.

b. Unlicensed

1. General Provisions. This section applies to CIVMARs assigned or detailed to ships in Reduced Operational Status (ROS).

2. Hours of Work. Normally, the use of the Alternative Work Schedule (AWS) shall be limited to a vessel which has been designated as ROS and not ready for tasking for a period of at least 30 consecutive days or more. The administrative workweek for Unlicensed CIVMARs shall be five (5) consecutive days of eight (8) hours each, Monday through Sunday. The workweek may be staggered to begin on any day of the week, and the eight (8) hour workday may be any time between 0001 and 2400, at the discretion of the Master or Officer-In-Charge (OIC), to provide a flexible work schedule.

3. Premium Pay. Overtime shall be paid for all work in excess of eight (8) hours per day (40 hours per week) or for work performed on holidays. Overtime is not payable for work on Saturdays and Sundays if those days fall within the regular 40 hour workweek. Time spent in a regular duty status, Monday through Friday, while assigned to an active ship or not detailed to an ROS ship, will be considered in computing the basic 40 hour workweek

4-25. LICENSED DECK OFFICERS

a. Licensed Deck Officer Overtime Compensation (Excluding Master)

1. Licensed Deck Officers (excluding Masters) shall receive overtime for those times that they are required to remain on board available for duty in port and for all watches stood or work performed:

(a) Off watch or outside of regularly scheduled duty hours, Monday through Friday.

(b) In excess of the regularly assigned eight (8) hours of duty, except as otherwise provided in this instruction. (Duty code 03, earning code OTN)

(c) On Saturday, Sundays, or holidays. (Duty code 01, earning code OTN)

(d) Between the hours of 1700-0800, Monday through Friday, for the first 30 days a ship is in CONUS ports (including Alaska, Hawaii and Guam) provided other CIVMARs aboard the ship are receiving extra compensation for similar duty under similar circumstances. (Duty code 02, earning code FWN)

(e) Exceptions

(1) As provided in section 4-7, regarding all ships carrying ammunition. (Duty code 02, earning code FWN)

(2) The penalty rate of pay will be paid for all night watches stood between 1700-0800, Monday through Friday, in excess of the first 30 days in a CONUS port (including Alaska, Hawaii and Guam).

(3) Licensed Deck Officers on all vessels shall receive penalty pay at sea, Monday through Friday, for regular watches stood by watchstanding Officers in excess of the first eight (8) hours of straight time and/or overtime, but excluding supper relief. (Duty code 03, earning code PTN)

2. Licensed Deck Officers currently do not receive any additional compensation for standing routine night watches in foreign ports. If, in the future, other CIVMARs aboard the ship receive extra compensation for standing routine night watches in foreign ports, Licensed Deck Officers will also be eligible for extra compensation for similar duty under similar circumstances.

b. Prohibited Work

1. Licensed Deck Officers shall not be required to paint, chip, scale, polish bright work, use hand tools customarily used by Unlicensed CIVMARs for any purpose, tighten dogs on reefer doors, open or close hatches, spot or trim cargo gear or do any other work customarily assigned to Unlicensed CIVMARs.

(a) Exception. In an emergency, penalty time, in addition to any other premium pay they may be receiving, shall be paid to Licensed Deck Officers if required to perform the above mentioned work. (Applicable duty code, earning code PTN)

c. Unassigned Administrative Work

1. When a Purser and/or Medical Service Officer is not assigned or available, all administrative work for clerical support of all departments, with the exception of the Deck Department, will be performed by a Licensed Deck Officer designated by the Master. If a qualified Deck Officer is not reasonably available, the Master shall perform that duty. (Duty code 93, earning code PTN)

2. Clerical work shall be performed during regular duty hours and shall be payable at the penalty rate.

3. In the event that such clerical work is directly related to the Master's financial responsibility the Master will be required to perform the necessary work and shall be compensated at the Master's financial responsibility rate, located in the pay notes of the applicable schedule of wages (Duty code 07, earning code MFN).

4. Pyramiding of premium pay is allowed for this provision.

d. Pilotage

1. No pilotage compensation is authorized when a pilot is embarked.

2. When a pilot is unavailable and the Master or a Licensed Deck Officer is required to perform pilot services, compensation will be as follows:

(a) Master. Overtime for each hour in excess of the Master's minimum for each move on pilotage grounds. (Duty code 06, earning code OTN)

(b) Licensed Deck Officers. Overtime for each hour while on pilotage grounds. (Duty code 06, earning code OTN)

(c) Exception. Pilotage compensation will not be paid for in emergencies.

3. The hours of pilotage will be recorded in the ship's deck log.

4. Pilotage grounds shall mean that body of water upon which the vessel would be required by law, regulation or decree of a government to use the services of a certified pilot, or where pilots are available to be employed.

5. Piloting is not a normal duty. Masters and Licensed Deck Officers are encouraged but not required to acquire appropriate pilotage endorsements for ports in which pilotage could be frequently performed.

6. When the Master is required to perform pilot services during periods of restricted visibility, another Deck Officer in addition to the watchstander shall be stationed on the bridge to assist in the navigation and handling of the vessel or performing such duties as the Master may direct. The presence of the additional Licensed Deck Officer on the bridge shall not be mandatory when the Master is piloting at other times.

e. Chief Officer (Cable)

1. The following shall apply only to the Chief Officer (Cable):

(a) At Sea. Shall be required to work whatever hours Monday through Sunday and holidays, found necessary to accomplish assigned duties without additional compensation.

(b) In Port. Shall receive all additional compensation accorded other Licensed Deck Officers.

f. Master Overtime Compensation

1. Masters shall receive one (1) hour of overtime pay at the applicable rate in the schedule of wages for each day they are on the payroll, in a duty status or on approved leave. This is applicable at sea, in port, on paid leave, in training, in the pool or assigned to new construction. (Duty code 05, earning code OTN)

2. At Sea. The Master is expected to be on-call 24/7 without payment of additional compensation. If the Master is required to perform work, other than pilotage, in excess of the one (1) hour minimum, the Master shall only be compensated for the one (1) hour daily minimum.

3. In Port. The Master is expected to be on-call 24/7 without payment of additional compensation. If the Master is required to perform work in excess of the one (1) hour minimum, the first hour worked shall be charged as daily minimum, and subsequent hours worked will be charged to the appropriate duty code, as compensatory time. The work performed is to be of a skill and responsibility level appropriate to the Master's position, and be of an immediate concern.

4-26. LICENSED ENGINE OFFICERS

a. Licensed Engine Officer Overtime and Penalty Time (Excluding Chief Engineer)

1. Licensed Engine Officers (excluding Chief Engineers) shall receive overtime for the following work performed:

(a) On Saturdays, Sundays, and holidays.

(b) Off watch or outside of regularly scheduled duty hours Monday through Friday.

(c) In excess of the first regularly assigned eight (8) hours of duty, except as otherwise provided in this instruction.

(d) Standing routine night watches between 1700 and 0800, Monday through Friday, for the first 30 days a ship is in CONUS ports (including Alaska, Hawaii and Guam) provided other CIVMARS aboard the ship are receiving extra compensation for similar duty under similar circumstances. (Code 02 FWN)

(e) Watchstanding Engine Officers shall be paid overtime for the regular watches stood on Saturdays, Sundays and holidays. (Duty code 01, earning code OTN)

(f) If the duty engineer is required to perform additional maintenance and repair (M&R) duties beyond those required to correct the condition which activated the unattended engine room alarm. Overtime only is payable for the first three (3) hours of M&R. After the first three (3) hours, overtime and penalty pay will be paid (Duty code 42). Pyramiding of premium pay is allowed under this provision.

2. Licensed Engine Officers (excluding Chief Engineers) shall receive penalty pay:

(a) In Port. When standing by as the duty engineer, while the ship is being operated in an unattended engine room mode. When the duty engineer is responding to an unattended engine room alarm, no additional compensation is payable for work performed by the duty engineer to correct the condition that activated the alarm. (Duty code 02, earning code PTN)

(b) All regular sea watches which are in excess of the first eight (8) hours of work, excluding supper relief, but including overtime work, shall be paid at the penalty rate. (Duty code 03, earning code PTN)

(c) The penalty rate of pay will be paid for all night watches stood between 1700-0800, Monday through Friday, in excess of the first 30 days in a CONUS port (including Alaska, Hawaii and Guam).

(d) Licensed Engine Officers currently do not receive any additional compensation for standing routine night watches in foreign ports. If, in the future, other CIVMARs aboard the ship receive extra compensation for standing routine night watches in foreign ports, Licensed Engine Officers will also be eligible for extra compensation for similar duty under similar circumstances.

b. Chief Engineer Overtime Compensation

1. Chief Engineers shall receive one (1) hour of overtime pay at applicable rate in the schedule of wages for each day they are on the payroll in a duty status or on approved leave. This is applicable at sea, in port, on paid leave, on training, in the pool or assigned to new construction. (Duty code 05, earning code OTN)

2. At Sea. The Chief Engineer is expected to be on-call 24/7 without payment of additional compensation. Even if the Chief Engineer is required to perform work in excess of the one (1) hour minimum, the Chief Engineer shall only be compensated for the one (1) hour Chief Engineer minimum.

3. In Port. The Chief Engineer is expected to be on-call 24/7 without payment of additional compensation. If the Chief Engineer is required to perform work in excess of the one (1) hour minimum, the first hour worked shall be charged as the Chief Engineer minimum and subsequent hours worked will be charged to the appropriate duty code. The work performed is to be of a skill and responsibility level appropriate to the Chief Engineer's position, and be of an immediate concern.

c. Prohibited Work. Penalty pay is payable to Licensed Engine Officers during straight time hours when required to paint, chip, scale, polish bright work, do any cleaning up work, blow boiler tubes except by fully automatic means, or do any other work customarily assigned to unlicensed personnel. Prohibited work also includes burning and welding outside of machinery spaces, except as directly connected with the engineer's duties for the maintenance and repair of the ship's machinery or piping, or re-piping of a ship.

4-27. SUPPLY DEPARTMENT (UNLICENSED)

a. Hours of Work

1. Dayworker. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

2. Supply Department Food Handlers and Service Personnel

(a) At sea or in port, CIVMARs are assigned to work eight (8) hours in a spread of 12 between 0630 and 1830, Monday through Sunday and holidays. These hours may be shifted one hour either way, without additional compensation.

(b) Normally, the defined schedule will be as follows:

0630-0700 - Work
0700-0730 - Meal
0730-1000 - Work
1000-1030 - Off-duty
1030-1100 - Work
1100-1130 - Meal
1130-1330 - Work
1330-1530 - Off-duty
1530-1630 - Work
1630-1700 - Meal
1700-1830 - Work

3. Fourth Meal (Not Hot Night Lunch)

(a) When augments are assigned to a vessel to prepare and serve a fourth meal, their regular hours of work shall be:

(1) 2130 to 0630 Monday through Sunday and holidays.

(2) Two (2) 30 minute meal breaks are allowed during this period.

(3) These hours may be shifted one hour in either direction without additional compensation.

b. Premium Pay

1. Supply Officer, Junior Supply Officer, Yeoman Storekeeper and Assistant Yeoman Storekeeper, Dayworking Supply Utilityman and Laundryman

(a) Overtime is payable at the applicable rate for all work performed in excess of eight (8) hours per day, any work performed on Saturdays, Sundays or holidays, or any work performed outside normal working hours.

2. Chief Stewards/Steward Cooks, Cooks and Supply Utilityman (spread)

(a) Overtime is payable for any work in excess of eight hours per day or any work outside the spread of twelve hours and for any work performed on Saturdays, Sundays or Holidays.

(b) In Port. Only the minimum number of CIVMARs required to perform work on Saturdays, Sundays or Holidays will be required to be on hand.

(c) No additional compensation is authorized for performing routine duties, during regular working hours, which shall include:

(1) Handling ship's provisions and linen placed aboard the ship and doing general cleaning

(2) Participating in UNREP operations during replenishment at sea

(3) Preparing and serving three (3) regular meals

(4) Working and cleaning in:

a. Storerooms

b. Linen/gear lockers

c. Public toilets

d. Showers

e. Washrooms

f. Officer's quarters

g. CPO quarters

h. Ship's/self service laundry

i. Mess rooms

j. Galley

k. Alleyways

1. Passageways

3. Minimum Overtime Rate: (Underway Replenishment). When Supply Department CIVMARs are engaged in UNREP duties outside of their regular duty hours, or on Saturdays, Sundays, or holidays, they shall be paid the applicable minimum overtime rate as specified in the Atlantic/Pacific schedule of wages or the regular overtime rate, whichever is higher. (Duty code 24, earning code GON)

c. Services Provided to Extra Persons

1. No extra meals are to be served without authorization from the Master or the Officer-In-Charge (OIC).

(a) Exception. This section does not apply if additional Supply Utilitymen and cooks augment the ship's crew to support extra persons.

2. When the Chief Stewards/Steward Cooks, all Cooks, all Laundrymen and all Supply Utilitymen are assigned to either feeding or hotel service duties for each day or portion of a day that 20% or more of extra persons are carried aboard and these services for these additional personnel are provided, they shall be paid at the rate of 10% of the CIVMAR's daily base pay. The 20% shall be calculated as a percentage of the CIVMAR crew on the ship's authorized manning scale. (Duty code E2, earning code BSN)

3. Extra persons are persons carried who are in addition to the personnel embarked to perform the mission of the ship.

4. Extra persons include:

(a) Visitors

(b) Dignitaries and personnel (military or civilian) being transported as passengers or transients

(c) Technical Representatives

(d) Sponsor personnel whose normal/regular duty assignment is shoreside

(e) Shipyard contractors

(f) All personnel identified on the ship's crew list as transient personnel

5. Examples of personnel embarked to perform the mission of the ship include:

(a) Air Detachments

- (b) Mobile Diving Salvage Units (MDSU)
- (c) Security detachments
- (d) Sponsor mission personnel whose duty assignment is the ship
- (e) Embarked military staff
- (f) Medical Treatment Facility (MTF) cadre
- (g) Subtender repair facility staff

6. This section may be reviewed and amended as new ship acquisitions occur or as ship missions change.

d. Extended Meal Hours. When meal hours are extended for any reason, with proper authorization and CIVMARS are unable to eat within the normal serving hours, any CIVMARS required to stand by to prepare and serve meals shall be paid penalty time during regular duty hours for the time the meal is extended or overtime if in excess of eight hours worked in any one (1) day. (Duty code 58, earning code OTN/PTN)

e. Serving Meals outside the Messroom

1. When CIVMARS are required to serve anyone outside of their respective messrooms for any reason, they shall be paid the applicable overtime or penalty rate. (Duty code 59, earning code OTN/PTN)

(a) Exceptions

(1) When meals are served to personnel during regular working hours due to illness or quarantine.

(2) When meals are served on the bridge or in the engine room to Officers involved in operations necessary for the safe navigation of the vessel.

f. Domestic Refrigeration Boxes

1. When CIVMARS are required to clean or defrost walk-in meat boxes and walk-in chill boxes in ships which are feeding, overtime shall be paid to Supply Department CIVMARS. Such work shall be scheduled outside of the regular spread. (Duty code 55, earning code OTN)

(a) Exception. This provision does not apply to daily or routine sanitary or maintenance work, such as: keeping meat and chill boxes neat and orderly, sweeping, cleaning out paper wrappings, crates, etc.

4-28. DAMAGE CONTROL INSTRUCTORS

a. Hours of Work. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

b. Overtime. Overtime shall be paid for work performed in excess of eight (8) hours per day Monday through Friday and at any time on Saturday, Sunday and holidays. (Duty code 87, earning code OTN).

c. Hazard pay and bonus provisions. Section 4-23., applies to Damage Control Instructors during the period they are assigned aboard ship.

1. Exception. The non-watchstanding compensation provision contained in the schedule of wages is not applicable to Damage Control Instructors.

4-29. CARPENTER DUTIES (UNLICENSED DECK)

a. On ships with Boatswain Mates, rough and finished carpenter duties may be assigned to that position, during straight time hours, without the payment of any additional compensation. If rough and finished carpenter duties are assigned to an Able Seaman or Ordinary Seaman, the applicable penalty rate shall be paid during all straight time hours performing this work. (Duty Code E9, earning code PTN.)

1. Exception. When CIVMARs are required to assist the CIVMAR assigned to the above carpenter duties, no additional compensation shall be paid during their regular working hours.

4-30. UNLICENSED JUNIOR ENGINEER. Routine duties shall include performance of maintenance and repair work in the Engine Department spaces and on related systems, without additional compensation during straight time.

Section 5. Definitions

Definitions.....5-1
Paragraph no.

5-1. DEFINITIONS

a. Bead blasting equipment. A walk-behind deck blasting machine.

b. Black water. Outflow from any head to and including the untreated side of the Contaminated Holding Tank (CHT), and/or Marine Sanitation Device (MSD).

c. Callbacks in port. When CIVMARs ashore are required to return to the vessel for unscheduled work outside of their normal working hours.

d. Callout period. The 30 minute period prior to when CIVMARs are required to report for mandatory work outside of their normal work hours.

e. Cargo. Any item intended for transfer to or received from any vessel, unit or activity. This does not include items identified for own ships use or to support embarked detachments.

f. Carpentry (Finished). Woodworking to include: Building furniture, decorative woodwork, permanent shelving, name boards, etc.

g. Carpentry (Rough). Woodworking to include: Building crates, wedges, fabricating shoring. Does not include blocking and bracing within cargo holds.

h. Compensatory time. Leave time elected by the CIVMAR in lieu of overtime payment on an hour-for-hour basis.

i. Continuous Overtime. A pay entitlement resulting when the interval of time between the end of an overtime period and the start of another is two (2) hours or less.

j. Dayworkers. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

k. Delayed departure. When the vessel's scheduled departure is delayed in excess of one (1) hour from the posted time on the sailing board.

l. Enclosed Spaces. The following spaces are considered enclosed spaces for the purpose of this instruction:

1. Boilers
2. Condensers and hot wells
3. Engine air manifolds
4. Air receivers and plenums
5. Engine lube oil sumps
6. Any other similar enclosed spaces

m. Explosives. Ships will be deemed to be carrying explosives when 50 or more short tons of explosives are aboard.

n. Extra persons. For the purpose of this instruction extra persons include:

1. Visitors
2. Dignitaries
3. Tech reps

4. Sponsor personnel not assigned to the ship
5. Shipyard contractors
6. All personnel identified on the ship's crew list as transient personnel

o. Fourth Meal. A full service meal in support of embarked detachments with a large number of personnel on duty between 1800-0600.

p. Gangway Watch. Safety and security watch stood by members of the Deck Department while a vessel is in port.

q. Holidays. When by Executive Order or other means, a holiday for leave and pay purposes is granted to all Federal Government civilian personnel then CIVMARs will also be granted a holiday for leave and pay purposes unless otherwise prohibited. The following are legal public holidays for civilian marine personnel:

1. New Years Day, January 1
2. Martin Luther King's Birthday, the third Monday in January
3. Washington's Birthday, the third Monday in February
4. Memorial Day, the last Monday in May
5. Independence Day, July 4
6. Labor Day, the first Monday in September
7. Columbus Day, the second Monday in October
8. Veterans Day, 11 November
9. Thanksgiving Day, the fourth Thursday in November
10. Christmas Day, December 25

r. Liberty. The ability of CIVMARs to go ashore when they are not scheduled to work.

s. Longshoreman Duties. The following work assignments are deemed to be longshoreman duties:

1. Winch Signalman
2. Slinging (both aboard the vessel and on the pier)
3. Crane/Boom winch operators. This includes spotting the booms.
4. Forklift operator off the ship and those at the loading location on deck
5. Designated cargo loading safety observer
6. Work ashore in support of airhead operations

t. Mandatory Overtime. Anytime a CIVMAR must work outside of their normally assigned hours for mission related or emergent work.

u. Masts. For the purpose of this instruction masts are the locations where masthead and range lights are installed. Kingposts that have permanent platforms installed are not considered masts.

v. Mission related embarked personnel. Includes:

1. Air detachments
2. Mobile dive and salvage units (MDSU)
3. Security detachments
4. Sponsor mission personnel whose duty assignment is on the ship
5. Embarked military staff
6. Medical treatment facility cadre
7. Subtender repair facility staff

w. New equipment. Equipment customarily installed by shipyard workers and/or contractors.

x. Night Lunch. Hot or cold meal provided to CIVMARS under specific circumstances, outside of normal serving hours.

y. Overtime pay. Premium pay earned for work performed outside of regular working hours and all work performed on Saturdays, Sundays and holidays.

z. Pyramiding. Simultaneous application of premium pay rates.

aa. Penalty Meal. Paid when a CIVMAR is not given a full, unbroken hour off-duty for meals and rest.

bb. Penalty pay. Premium pay earned for certain types of work.

cc. Pilotage Grounds. A body of water upon which a vessel would be required by law, regulation or decree of a government to use the services of a pilot, or where pilots are available to be employed.

dd. Port Security and Safety Watches. A watch, separate from the gangway watch, comprised of CIVMARs who are required to remain aboard a vessel in port for the safety and security of the ship and/or cargo.

ee. Port watches. Watches that commence one (1) hour after the vessel is securely anchored or moored in any port where the ship is to remain in excess of 24 hours. Generally these CIVMARs work for eight (8) hours on and have 16 hours off in each 24 hour period.

ff. Portable Paint Sprayers. Airless paint spraying systems where the paint source is separate from the sprayer. For the purpose of this instruction, self-contained, hand-held paint sprayers are not considered portable paint sprayers.

gg. Premium Pay. Additional compensation over and above base pay applicable under certain working conditions for certain types of work performed, or for work in excess of straight time hours (e.g. overtime, penalty pay, cargo pay, dirty work pay, etc.).

hh. Premium Pay dispute. A dispute concerning the interpretation or application of CMPI 610 work rule provisions. (See Appendix A)

ii. Required drills. Drills required by the United States Coast Guard (USCG) or the American Bureau of Shipping (ABS).

jj. Rest Period. Time off duty during a CIVMARs regular duty hours, other than leave.

kk. Sea Watches. Established work hours at sea for Deck, Engine and Communications Department watchstanders. Generally, Deck and Engine Department CIVMARs work four (4) hours on and eight (8) hours off in each 12 hour period. Communication Department CIVMARs may work eight (8) hours on and 16 hours off in each 24 hour period.

ll. Ship Stores. Any item, including provisions, identified for own ship's use by any department, embarked detachment or crew.

mm. Spread workers. Supply Department CIVMARs assigned to work eight (8) hours in a spread of 12 between 0630 and 1830.

nn. Surface Rescue Swimmer. A qualified CIVMAR assigned the Surface Rescue Swimmer duties onboard an air-capable ship.

oo. Tank cleaning. Entering a tank for the purpose of cleaning or mucking tank residuals.

pp. Trash. Any waste generated by the ship for proper disposal, including hazardous material.

qq. Trash Handling Equipment. Shall include the following:

1. Pulper
2. Pucker
3. Glass shredder
4. Metal shredder
5. Compactor

Note: the ship's incinerator is not considered trash handling equipment

rr. Tow Unit. Comprised of the towing vessel and its tow.

ss. Voluntary Overtime. Overtime periods in which the CIVMAR volunteers to work.

tt. Watch Below. CIVMARs who are not on duty.

uu. Watchstanders. CIVMARs on a rotational work shift schedule. Watchstanders of the Deck and Engine Department generally work four (4) hours on duty and eight (8) hours off duty

at sea and eight (8) hours on duty followed by 16 hours off duty in port. Watchstanders in the Communications Department generally work eight (8) hours on duty and 16 hours off duty. Alternate watch schedules may be required.

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Section 8: MASTER'S COMMENTS:

DATE RECEIVED/DATE RETURNED TO EMPLOYEE(S): _____

MASTER'S SIGNATURE/DECISION DATE
(Please use additional sheets if necessary)

Section 9: EMPLOYEE, PLEASE CHOOSE ONE OF THE FOLLOWING:

I WISH TO SUBMIT THIS PREMIUM PAY DISPUTE IN ACCORDANCE WITH THE APPLICABLE GRIEVANCE PROCEDURES.

I AM SATISFIED WITH THE MASTER'S RESPONSE.

EMPLOYEE(S) SIGNATURE/DATE

(2 of 3)

Section 10: DATE SUBMITTED TO MSC N1 (REQUIRED WHEN NOT RESOLVED ONBOARD SHIP):

Section 11: DATE RECEIVED BY MSC N1:

Section 12: ACTION BY MSC N1:

Section 13: DATE COMPLETED AND RETURNED TO EMPLOYEE:

Section 14: SHIP DISTRIBUTION (IF NOT RESOLVED ONBOARD SHIP)

Original and 1 copy to MSC N1
1 copy retained onboard ship

Section 15: MSC RESPONSE DISTRIBUTION

1 copy to employee
1 copy to be retained onboard ship
1 copy to MSC N1

CHAPTER 2: SIDE BY SIDE COMPARISON

OLD 610	NEW 610
Section 1. General Provisions	
1-1. Scope and Coverage	Language edited (3rd sentence deleted, not current practice)
1-2. Authority	No change
1-3. Policy	Language edited for clarity, preamble language added
1-4. Definitions	Language edited for clarity, new definitions added, became Section 5
a. Premium Pay	
b. Overtime	
c. Overtime hours or days	
d. Penalty rate	
e. Hazard pay	
f. Bonus	
g. Watch	
h. Sea Watch	
i. Watchstander	
j. Watch on Deck	
k. Watch Below	
l. Port Security and Safety Watch	
m. Donkey Watch	
n. Gangway Watch	
o. Day Work	
p. Dayworkers	
q. Straight Time	
r. Foreign Port	
s. Continental Port	
t. Day	
u. Shift of Ship	Language edited for clarity, now part of call out/back language
(1) "Movement"	"
(2) "Interruption"	"
(3) "Call-out minimums"	"
(4) "Examples of not"	"
v. Port	
1-5. Port Time	Language edited for clarity - now section 3-5
a. Commencement	
(1) "Emergency anchorage"	No change
(2) "Awaiting pilot"	Deleted, not the current practice
(3) "Special project ship"	Deleted, not the current practice

OLD 610	NEW 610
<p>(4) "Military exercises</p> <p>b. Termination</p> <p>1-6. Sea Watches During Port Time</p> <p>1-7. Sea Time</p> <p>1-8. Assignment to Hours of Work</p> <p>a. Setting and breaking sea watches</p> <p>(1) Deck Officers</p> <p>(a) Setting Sea Watches</p> <p>(b) Breaking Sea Watches</p> <p>(2) Radio Officers</p> <p>(a) Setting Sea Watches</p> <p>(b) Breaking Sea Watches</p> <p>(3) Engine Officers</p> <p>(a) Setting Sea Watches</p> <p>(b) Breaking Sea Watches</p> <p>(4) Deck and Engine nonofficers (Atlantic)</p> <p>(a) Setting Sea Watches</p> <p>(b) Breaking Sea Watches</p> <p>(5) Deck Nonofficers (Pacific)</p> <p>(a) Setting Sea Watches</p> <p>(b) Breaking Sea Watches</p> <p>(6) Engine Nonofficers (Pacific)</p> <p>(a) Setting Sea Watches</p> <p>(b) Breaking Sea Watches</p> <p>b. Limiting Work on Sea Watches</p> <p>(1) "Navigation"</p> <p>(2) "Work cannot be delayed"</p> <p>(3) "Duties exempt from premium pay</p> <p>(4) "Sanitary work"</p> <p>(5) " Duplication of premium pay"</p> <p>c. Temporary Position Changes Due to Shortages of Men</p> <p>(1) "Nonofficer dayworker"</p> <p>(2) "Nonofficer dayworker"</p> <p>(3) "Nonofficer dayworker"</p> <p>(4) "Nonofficer dayworker"</p> <p>1-9. Authorization of Premium Pay</p> <p>1-10. Duplication of Premium Pay</p> <p>1-11. Computation of Pay Units</p> <p>a. Deck, Engine, Radio, Supply and Purser Officers...</p> <p>b. Steward Department Personnel (Pacific Schedule)</p>	<p>Deleted, not the current practice</p> <p>No change</p> <p>Language edited for clarity - now section 3-5c</p> <p>Language edited for clarity - now section 3-5b</p> <p>New language is drafted - now section 4-1</p> <p>Language edited for content, now shipwide practice</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, now shipwide practice</p> <p>"</p> <p>Language edited for content, now section 4-2</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Computation of Pay Units - section 4-1 a6</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content - now section 2-1</p> <p>Language edited for content, new title - now section 3-3</p> <p>Language edited for content - now section 3-2</p> <p>"</p> <p>"</p>

OLD 610	NEW 610
<p>e. Interpretations to be Furnished to COMSC</p> <p>1-19. Confinement to Ship</p> <p>1-20. Officers on Call 24 Hours a Day</p> <p> a. Masters</p> <p> b. Chief Engineers</p> <p>1-21. Premium Pay Disputes</p> <p>1-22. Premium Pay Connected with Delays in Departure</p> <p> a. Licensed Deck and Engine Officers, Pursers, Supply...</p> <p> b. Non-officer personnel (Pacific Schedule)</p> <p> 1. "Delays in departure"</p> <p> 2. "Shore leave"</p> <p>1-23. Overtime for Work Performed Outside of Sea Watches</p> <p>1-24. Standards for Determining Compensatory Time</p> <p> a. Bunkering</p> <p> b. Shipyard repairs</p> <p> c. At a pier</p> <p> d. Shifting ship</p> <p>1-25. Operation of Sponsor's Equipment in Project Ships</p> <p>1-26. Compensatory Time Off</p> <p>1-27. Fleet Support ATFs</p> <p> a. "Placed aboard a tow"</p> <p> b. "Required to work aboard"</p> <p>1-28. Work Performed After Midnight (Purser, Supply, Medical...</p> <p>1-29. Work Performed After Midnight (Non-Officer personnel...</p> <p>1-30. Fleet Support T-AE Provisions</p> <p> a. Cargo handling</p> <p> b. Explosive handling</p> <p> c. "Rates"</p> <p> d. "Port security"</p> <p> (1) "Licensed and Staff officer"</p> <p> (2) "Unlicensed personnel"</p> <p> (3) "Called out"</p> <p>1-31. Hot Night Lunch</p> <p> a. Licensed Deck and Engine</p> <p> b. Unlicensed Deck and Engine</p> <p> (1) Pacific</p> <p> (2) Atlantic</p> <p> c. Supply Personnel</p>	<p>"</p> <p>Language edited for clarity, new title, now section 4-21</p> <p>Deleted, covered in licensed officer work rules</p> <p>Covered in NEW 2-1.f.3.</p> <p>Covered in NEW 3-1.e.3.</p> <p>Language edited for clarity, now section 2-3, new PPD form in appendix 1</p> <p>Language edited for content, now section 4-22</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Hours of Work, now section 4-1</p> <p>Language edited for content, reflects Civilian Comptime INST, now section 2-4</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, now covered in section 4-8</p> <p>Language edited for content, merged with OLD 1-24, now section 2-4</p> <p>Language edited for content, ARS ships added, now section 4-19</p> <p>"</p> <p>"</p> <p>Language edited for content, shipwide standard, now section 4-3</p> <p>Language edited for content, merged with OLD 1-28, now section 4-3</p> <p>Moved to new cargo section 4-8</p> <p>Language edited for content, covered in NEW Cargo, now section 4-8</p> <p>Language edited for content, covered in NEW Cargo, now section 4-8</p> <p>Language edited for content, covered in NEW Cargo, now section 4-8</p> <p>Language edited for content, covered in NEW Port Security, now section 4-7</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content (new title, change in hours, uniform policy), now section 45</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>
Section 2. Masters and Deck Officers	
2-1. Deck Officers in Port	

OLD 610	NEW 610
<ul style="list-style-type: none"> a. Overtime and Penalty Time hours of work <ul style="list-style-type: none"> (1) "Licensed Officers" <ul style="list-style-type: none"> (a) "Off watch" (b) "In excess of eight" (c) "On SSH" (d) "Between 1700-0800" (2) "Penalty time" b. Supervising liquid cargo operations c. Shifting ship <ul style="list-style-type: none"> (1) "Time for Deck Officers" (2) "Transitioning canals" (3) "Officers called back" (4) "Shifts starts before 1700" (5) "Call back" (6) "Deck officer called back" d. Shifting ship Premium Pay for Masters e. Work performed by Deck Officers after midnight f. Call Back or Call Out minimum g. Hours of Work on Arrival Day h. Pilotage Compensation <ul style="list-style-type: none"> (1) "Hours of pilotage" (2) "Pilotage grounds" (3) "Pilotage endorsements" (4) "Required to perform pilot services" 	<p>Language edited for content, now section 4-25</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in NEW Cargo, section 4-8</p> <p>Language edited for content, covered in Call Back, now section 3-6</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Call Back, now section 3-6</p> <p>Language edited for content, covered in Work Performed after Midnight, now section 4-3</p> <p>Language edited for content, covered in NEW Call Out/Back, now sections 3-2 & 3-6</p> <p>Deleted, not the current practice</p> <p>Language edited for content, now section 4-25</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>
<ul style="list-style-type: none"> 2-2. Deck Officers at Sea <ul style="list-style-type: none"> a. Overtime and Penalty Time hours of work <ul style="list-style-type: none"> (1) "Licensed Deck Officers" <ul style="list-style-type: none"> (a) "Off watch" (b) "On SSH" (c) "In excess of eight" (2) "Licensed Deck officers" <ul style="list-style-type: none"> (a) "Regular watches" 	<p>Language edited for content, covered in 4-25 a</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>
<ul style="list-style-type: none"> 2-3. Deck Officers at Sea or in Port <ul style="list-style-type: none"> a. Masters assigned to stand regular watches <ul style="list-style-type: none"> (1) "Overtime" (2) "Penalty pay" (3) "Overtime" (4) "Overtime" (5) "Premium pay" b. Masters premium pay or compensation time 	<p>Deleted, not the current practice</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, now section 4-25 f</p>

OLD 610	NEW 610
<ul style="list-style-type: none"> (1) "Overtime" (2) "Work in port" (3) "Compensatory time off" (4) "Compensatory time" (5) "Compensatory time" (6) "Overtime or compensatory time" c. Chief Officer (Cable) <ul style="list-style-type: none"> (1) "Required to work" (2) "When in port" (3) "Hazard pay" d. Supervising Tank Cleaning e. Working Cargo f. Prohibited Work g. Clerical Work h. Third Officer UNREP Observer Duties 	<ul style="list-style-type: none"> " " " " " " Language edited for clarity, now section 4-25 e " " " Language edited for clarity, covered in NEW Tank Cleaning section 4-17 Language edited for clarity, covered in NEW Cargo section 48 Language edited for clarity, now section 4-25 2b Language edited for clarity, now section 4-25 2c Deleted, not the current practice
Section 3. Chief Engineers and Engine Officers	
<ul style="list-style-type: none"> 3-1. Engine Officers in Port <ul style="list-style-type: none"> a. Overtime and penalty time hours of work <ul style="list-style-type: none"> (1) "Licensed Officers" <ul style="list-style-type: none"> (a) "In excess of eight" (b) "On SSH" (c) "If called out" (d) "Performed maintenance" (e) "Night watches" (2) "Penalty time" <ul style="list-style-type: none"> (a) "Night watches" (b) "Standing by" b. Shifting ship <ul style="list-style-type: none"> (1) Non-foreign ports <ul style="list-style-type: none"> (a) Dry Cargo vessels <ul style="list-style-type: none"> 1. "Overtime" 2. "Penalty time" (2) Foreign ports <ul style="list-style-type: none"> (a) Dry Cargo vessels <ul style="list-style-type: none"> 1. "Overtime" (b) Tanker vessels <ul style="list-style-type: none"> 1. "Overtime" (3) Shifting ship premium pay... (4) "Premium pay" c. Call backs for taking on fuel or making repairs 	<ul style="list-style-type: none"> Language edited for content, now section 426 " Covered in section 4-26 a " " " deleted " " " " deleted " Language edited for content, covered in Call Back section 3-6

OLD 610	NEW 610
<p>d. Work performed by licensed engineers after midnight</p> <p>3-2. Engine Officers at Sea</p> <p>a. Overtime pay hours of work</p> <p>(1) Watchstanders</p> <p>(2) Dayworkers</p> <p>b. Supper relief</p> <p>3-3. Engine Officers at Sea or in Port</p> <p>a. Work below floor plates</p> <p>b. Installing new machinery or equipment</p> <p>c. Pumping liquid cargo or tank cleaning</p> <p>d. Handling of cargo</p> <p>e. Chief Engineers assigned to stand regular watches</p> <p>(1) "Overtime"</p> <p>(2) "Compensatory time"</p> <p>(3) "Premium pay"</p> <p>f. Chief Engineer's premium pay or compensatory time</p> <p>(1) "Overtime"</p> <p>(2) "Work in port"</p> <p>(3) "Compensatory time"</p> <p>(4) "Compensatory time"</p> <p>(5) "Compensatory time"</p> <p>(6) "Overtime"</p> <p>g. Prohibited work</p> <p>h. Third Assistant Engineer UNREP Observer duties</p>	<p>Language edited for content, covered in Work Performed after Midnight, now section 4-3 now section 4-26</p> <p>Language edited for content</p> <p>Language edited for content, covered in Hours of Work</p> <p>Language edited for clarity</p> <p>Language edited for content, covered in NEW Dirty Work section 4-12</p> <p>Language edited for content, now section 4-13</p> <p>Language edited for content, covered in NEW Tank Cleaning section 4-17</p> <p>Language edited for content, covered in NEW Cargo section 4-8</p> <p>Deleted, not the current practice</p> <p>"</p> <p>"</p> <p>"</p> <p>now section 4-26</p> <p>Language edited for clarity</p> <p>Language edited for content</p> <p>Language edited for content, covered in NEW Comp Time</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Language edited for clarity, now section 4-26</p> <p>Deleted, not the current practice</p>
Section 4. Radio Officer/Radio Electronics Officer	
<p>4-1. Radio Officer in Port</p> <p>a. Premium hours of work</p> <p>b. Time off in port</p> <p>c. Shifting ship</p> <p>(1) "Call out"</p> <p>(2) "Required to be on board"</p> <p>(3) "Premium pay"</p> <p>(4) "Master's discretion"</p> <p>d. Minimum overtime</p> <p>e. Watches or schedules in port</p> <p>4-2. Radio Officer at Sea</p> <p>a. Premium pay hours of work</p> <p>(1) "Assigned to watch"</p> <p>(2) "Overtime"</p> <p>(3) "Night watches"</p>	<p>now communications department. Covered in section 4 work rules</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in NEW Call Out/Back in section 3</p> <p>Language edited for content, covered in section 4</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>deleted</p>

OLD 610	NEW 610
<ul style="list-style-type: none"> b. Weather observer messages c. Radio communications work d. Handling press <p>4-3. Radio Officer at Sea or in Port</p> <ul style="list-style-type: none"> a. Premium pay for other work b. Duties exempt from premium pay... <ul style="list-style-type: none"> (1) "Maintenance" (2) "Routine work" (3) "Navigational instruments" (4) "Overtime" (5) "Duties" (6) "Carrying equipment" (7) "Maintaining inventory" (8) "Radiotelephone services" (9) "Allowances" c. Applications of minimums 	<p>Language edited for content, covered in section 4</p> <p>deleted</p> <p>deleted</p> <p>deleted</p>
Section 5. Deck Non-Officers (Atlantic)	
<p>5-1. Deck Non-Officers in Port</p> <ul style="list-style-type: none"> a. Premium Pay b. Gangway, Fire, and Anchor Watches <ul style="list-style-type: none"> (1) Passenger and Cargo Ships (2) Tankers c. Shifting Ship <ul style="list-style-type: none"> (1) "Overtime" (2) "Overtime" (3) "Overtime" (4) "Overtime" (5) "Shift" d. Handling mail, baggage or automobiles e. Longshore work performed by... <ul style="list-style-type: none"> (1) "Boatswain" (2) "NFAF ships" (3) "T-AK ships" f. Spotting Booms g. Care of Cargo Lights h. Going Ashore to Handle Lines... i. Port security and safety watch <p>5-2. Deck Non-Officers at Sea</p> <ul style="list-style-type: none"> a. Hours of work <ul style="list-style-type: none"> (1) Watchstanders premium pay 	<p>No change</p> <p>Language edited for content, covered in NEW Gangway watch section 4-7</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in section 3 and 4</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Covered in cargo section 4-8</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in NEW Going Ashore section 4-18</p> <p>Language edited for content, covered in NEW section 4-7</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p>

OLD 610	NEW 610
<p>(2) Dayworkers premium pay (3) Hours in work in cable ships</p> <p>b. Supper relief c. Sanitary work</p> <p>5-3. Deck Non-Officers at Sea or in Port</p> <p>a. Lashing and Unlashing Cargo b. Cargo Gear c. Work on Hatches d. Cleaning Bilges in Passenger and Dry Cargo e. Cleaning Holds f. Chipping, Scaling, and Painting g. Ship's Stores h. Removing Garbage i. Docking and Undocking j. Using Spray Guns and Sanding Machines k. Cleaning Tanks in Passenger and Dry Cargo Ships l. Cleaning Tanks in Tankers m. Working Ballast n. Removing Soot from Smoke Stack o. Taking Soundings and Doing Carpentry Work p. Cleaning Quarters q. Work Performed After Midnights r. Cleaning Pet Cages s. Securing Ships for Sea t. Watching and Tallying of Cargo u. Cleaning Cargo Holds; Dunnage v. Transitioning the Saint Lawrence Seaway...</p>	<p>" " Language edited for content, covered in Hours of Work section 4-1 Language edited for content, covered in section 4-2 n/a to MSC work performed by dayworkers " Deleted, not the current practice Language edited for content, covered in NEW Dirty Work section 4-12 Covered in section 4-9 Language edited for content, covered in NEW Painting section 4-15 Covered in NEW Ship's Stores section 4-10, adopted PAC practice Language edited for content, covered in NEW Trash section 4-11 Language edited for content, covered in section 4-1 Language edited for content, covered in NEW section 4-15 Language edited for content, covered in NEW Tank Cleaning section 4-17 Language edited for content, covered in NEW Tank Cleaning section 4-17 Deleted, not the current practice Language edited for content, covered in NEW Dirty Work section 4-12 Language edited for content, section 4-1 applicable Language edited for content, covered in Limiting Work on Sea Watches section 4-2 Language edited for content, covered in section 4-3 Deleted, not the current practice Deleted, not the current practice Deleted, not the current practice Language is edited for content, covered in NEW section 4-9 Deleted, not the current practice</p>
Section 6. Engine Non-Officers (Atlantic)	
<p>6-1. Engine Non-Officers in Port</p> <p>a. Premium pay hours of work b. Donkey Watches c. Shifting ship</p> <p>(1) "When watches are broken" (2) "When watches are set" (3) "Called out/back" (4) "Called out/back" (5) "Arrival in port"</p> <p>d. Ship's Stores e. Oilers - Reciprocating Engines f. Oilers - Turbine or Motor Vessels</p>	<p>Language edited for content, covered in Hours of Work section 4-1 Deleted, not the current practice Language edited for content, covered in Hours of Work section 4-1 " " " " " " Language edited for content, covered in NEW Ship's Stores section 4-10 Language edited for content, covered in NEW Dirty Work section 4-12 Delete, not current practice, covered by duty statement, no pay involved</p>

OLD 610	NEW 610
<ul style="list-style-type: none"> g. Handling Mail, Baggage, or Cargo h. Longshore Work i. Port security and safety watch j. Electricians During Cargo Operations <p>6-2. Engine Non-Officers at Sea</p> <ul style="list-style-type: none"> a. Premium pay Hours of Work <ul style="list-style-type: none"> (1) Watchstanders Premium Pay (2) Dayworkers Premium Pay (3) Hours of Work in Cable Ships <ul style="list-style-type: none"> (a) Supper Relief (b) Wipers <p>6-3. Engine Non-Officers at Sea or in Port</p> <ul style="list-style-type: none"> a. Using Spray Guns and Sanding Machines b. Cleaning Holds c. Installation of Equipment by Electricians d. Cleaning Tanks in Dry Cargo Ships e. Cleaning Bilges and Fuel Tanks in Cargo Ships f. Cleaning Exhaust Trunk Casings g. No Troops Aboard h. Penalty Time for Wipers and Engine Utilitymen i. Donkey Boilers j. Refrigeration Engineers and Refrigeration Oilers k. Evaporator-Utilitymen l. Cleaning Quarters m. Painting Quarters n. Cleaning Tanks in Tankers o. Work Performed after Midnight p. Fireman-Watertenders (Cargo, Fleet Support... q. Deck Engineer-Mechanic r. Deck Engineer s. Machinist t. Plumber and Plumber Machinist u. Unlicensed Junior Engineer 	<p>Language edited for content, covered in NEW Cargo section 4-8</p> <p>Language edited for content, covered in NEW Cargo section 4-8</p> <p>Language edited for content, covered in NEW section 4-7</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in NEW Dirty Work section 4-12</p> <p>Language edited for content, covered in section 4-9</p> <p>Language edited for content, covered in section 4-13</p> <p>Language edited for content, covered in section 4-17</p> <p>Language edited for content, covered in section 4-17</p> <p>Language edited for content, covered in Dirty Work section 4-12</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in section 4-15</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in section 4-2</p> <p>Language edited for content, covered in section 4-16</p> <p>Language edited for content, covered in Tank Cleaning section 4-17</p> <p>Language edited for content, covered in Work Performed after Midnight section 4-3</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in UJE section 4-30</p>
Section 7. Supply Personnel (Atlantic)	
<p>7-1. Hours of Work in Port</p> <ul style="list-style-type: none"> a. Non-Steward personnel <ul style="list-style-type: none"> (1) Officer and Non-officer b. Steward personnel <ul style="list-style-type: none"> (1) Food handlers and Supervisors (2) Room Stewards 	<p>Language edited for content, covered in Hours of Work sections 4-1 and 427</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>

OLD 610	NEW 610
<p>(3) "Day work"</p> <p>7-2. Premium Pay in Port</p> <p> a. Non-Steward personnel</p> <p> b. Steward personnel</p> <p> (1) "Routine duties"</p> <p> (2) "Work other than routine duties"</p> <p> c. Other premium pay provisions</p> <p> (1) Handling ship's stores/ship's provisions</p> <p> (a) "Regular working hours"</p> <p> (b) "No extra compensation"</p> <p> (2) Working cargo (Fleet Freight)</p> <p> (a) "Handle general cargo"</p> <p> 1. Officers</p> <p> 2. Non-officers</p> <p> (b) "Handle general cargo"</p> <p> 1. Officers</p> <p> 2. Non-officers</p> <p> (c) "Special premium pay"</p> <p> (3) Baked bread</p> <p> (4) Dumping Garbage</p> <p>7-3. Hours of Work at Sea</p> <p> a. Non-Steward personnel</p> <p> (1) Officers</p> <p> (2) Non-officers</p> <p> b. Steward personnel</p> <p> (1) Food handlers and Supervisors</p> <p> (2) Room Steward</p> <p>7-4. Premium Pay at Sea</p> <p> a. Non-Steward personnel</p> <p> (1) Officers</p> <p> (2) Non-officers</p> <p> b. Steward personnel</p> <p> c. Other premium pay provisions</p> <p>7-5. Supply Personnel at Sea or in Port</p> <p> a. Other premium pay provisions</p> <p> (1) Minimum overtime</p> <p> (2) Sougeeing</p> <p> (3) Cleaning meat and chill boxes</p> <p> (4) Meal hours</p> <p> (5) Late meals</p>	<p>"</p> <p>Language edited for content, covered in Hours of Work section 4-1 and 4-27</p> <p>Language edited for content, covered in Hours of Work section 4-1 and 4-27</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Ship's Stores section 4-10</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Cargo section 4-8</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in Trash section 4-11</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Covered in section 4-27</p> <p>Language edited for content, covered in section 3-2</p> <p>Language edited for content, covered in Supply Department Painting section 4-16</p> <p>Language edited for content, covered in section 4-27</p> <p>Language edited for content, covered in section 4-4</p> <p>Language covered in section 4-1</p>

OLD 610	NEW 610
<ul style="list-style-type: none"> (2) "Overtime" d. Shifting ship <ul style="list-style-type: none"> (1) "When watches are broken" (2) "When watches are broken" (3) "No duplication of pay" (4) "When called back" (5) "Overtime" (6) "Travelling though canals" (7) "Duties of men" (8) "Shifting ship during overtime" (9) "Rig jumbo booms" e. Work performed after midnight f. Longshore work performed by deck non-officer... <ul style="list-style-type: none"> (1) "Boatswain's Mate" (2) "NFAF ships" g. Handling mail and baggage 	<p>"</p> <p>Language edited for content, covered in section 4-1</p> <p>Language covered in section 3-6</p> <p>Language covered in section 3-6</p> <p>Language covered in section 3-3</p> <p>Language covered in section 3-6</p> <p>Language covered in section 3-1</p> <p>Language covered in section 3-2</p> <p>Language covered in section 3-6</p> <p>Language edited for content, covered in section 4-2</p> <p>Language covered in section 4-8</p> <p>"</p> <p>"</p> <p>"</p>
<p>9-2. Deck Non-Officers at Sea</p> <ul style="list-style-type: none"> a. Dayworkers premium pay b. Watchstanders premium pay c. Breaking out mooring lines d. Supper Relief e. Sanitary work 	<p>Language edited for content, covered in Hours of Work section 4-1</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>Language edited for content, covered in section 4-1</p> <p>Language edited for content, covered in Computation of Premium Pay</p> <p>Language edited for content, covered in section 4-2</p>
<p>9-3. Deck Non-Officers at Sea or in Port</p> <ul style="list-style-type: none"> a. Securing cargo and handling gear <ul style="list-style-type: none"> (1) "NFAF ships" (2) "Add lashings" b. Ship's stores c. Taking soundings d. Chipping, scaling, painting, etc. e. Shellacking confined spaces f. Cleaning bilges g. Cleaning cargo holds h. Cleaning tanks i. Preparing cargo holds j. Cleaning quarters k. Cleaning pet cages l. Using paint spray guns m. Using portable sand blasting equipment n. Cleaning oil spills (straight time hours) o. Trash/Garbage Sorting/Removal 	<p>No change, covered in section 4-8</p> <p>Language edited for content, Delete up to "Adequate lighting..."</p> <p>"</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in section 4-16</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in section 4-12</p> <p>Language edited for content, covered in section 4-9</p> <p>Language edited for content, covered in NEW Tank Cleaning section 4-17</p> <p>New language is drafted, covered in section 4-9</p> <p>Language edited for content, covered in Limiting Work on Sea Watches 4-2</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in section 4-15</p> <p>Language edited for content, covered in section 4-15</p> <p>Language edited for clarity, covered in NEW Dirty Work section 4-12</p> <p>Language edited for content, covered in NEW Trash section 4-11</p>

OLD 610	NEW 610
Section 10. Engine Non-Officers (Pacific)	
<p>10-1. Engine Non-Officers in Port</p> <ul style="list-style-type: none"> a. Hours of Work for Dayworkers b. Donkey Watches and Sea Watches When Port Time... c. Shifting ship <ul style="list-style-type: none"> (1) "Watches are broken (2) "Watches are broken (3) "Overtime" (4) "Travelling through canals" d. Engine Department Stores e. Handling Cargo f. Call Backs for Taking on Fuel or Making Repairs g. Port Security and Safety Watches <ul style="list-style-type: none"> (1) "Overtime" (2) "Overtime" h. Electricians During Cargo Operations i. Cleaning up after Shore Gangs <p>10-2. Engine Non-Officers at Sea</p> <ul style="list-style-type: none"> a. Premium Pay <ul style="list-style-type: none"> (1) Watchstanding Premium Pay (2) Dayworkers Premium Pay (3) Hours of Work in Cable Ships b. Supper relief <ul style="list-style-type: none"> (1) "Watch has to be relieved" (2) "Relief for dinner" c. Painting quarters d. Electricians <p>10-3. Engine Non-Officers at Sea or in Port</p> <ul style="list-style-type: none"> a. Working in bilges, tanks, boilers, exhaust chambers, etc. b. Using paint spray guns c. Cleaning quarters d. Cleaning grease extractors and centrifuges or skimming... e. Installing or removing equipment f. Electricians working on navigation, radio and mechanical... g. Refrigeration Engineers and Refrigeration Oilers h. Oilers i. Evaporator-Utilitymen j. No troops aboard k. Painting diffuser rooms, fanrooms, and resistor houses l. Cleaning cargo pump room 	<p>Language edited for content, covered in Hours of Work section 4-1</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>Language edited for content, covered in section 3-2</p> <p>Language edited for content, covered in section 3-6</p> <p>Language edited for content, covered in section 3-6</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Ship's Stores section 4-10</p> <p>Language edited for content, covered in Cargo section 4-8</p> <p>Language edited for content, covered in Call Back section 3-6</p> <p>Language edited for content, covered in section 4-7</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Cargo section 4-8</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in section 4-15</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in Dirty Work section 4-12</p> <p>Language edited for content, covered in section 4-15</p> <p>Language edited for content, covered in Limiting Work on Sea Watches section 4-2</p> <p>Language edited for content, covered in Dirty Work section 4-12</p> <p>Language edited for content, covered in section 4-13</p> <p>Delete, not current practice, move to duty statement</p> <p>Delete, not current practice, move to duty statement</p> <p>Deleted, not the current practice</p>

OLD 610	NEW 610
<ul style="list-style-type: none"> m. Oil spills n. Fireman-Watertenders o. Welding and lathe work p. Fiddley q. Electricians working aloft on king posts or masts r. Work performed after midnight s. Blowing tubes t. Unlicensed Junior Engineers <ul style="list-style-type: none"> (1) Dayworkers (2) Watchstanders (3) Checking reefer box temperatures u. Mucking out cargo tanks 	<p>Language edited for content, covered in Dirty Work section 4-12</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in Working Aloft section 4-14</p> <p>Language edited for content, covered in Work Performed after Midnight section 4-3</p> <p>Language edited for content, covered in call out provision</p> <p>Language edited for content, covered in NEW Painting and UJE sections 4-16 & 4-30</p> <p>Language edited for content, covered in section 4-15</p> <p>Deleted, not the current practice</p> <p>Language edited for content, covered in Tank Cleaning section 4-17</p>
Section 11. Supply Personnel (Pacific)	
<ul style="list-style-type: none"> 11-1. Hours of Work in Port <ul style="list-style-type: none"> a. Non-Steward personnel <ul style="list-style-type: none"> (1) Officer and Non-officer b. Steward personnel <ul style="list-style-type: none"> (1) Food handlers and Supervisors (2) Room Stewards 11-2. Premium Pay in Port <ul style="list-style-type: none"> a. Non-Steward personnel b. Steward personnel c. Other premium pay provisions <ul style="list-style-type: none"> (1) Handling ship's stores/ship's provisions <ul style="list-style-type: none"> (a) "Ships stores" (b) "Daily provisions" (2) Working cargo (Fleet Freight) <ul style="list-style-type: none"> (a) "Handle general cargo" <ul style="list-style-type: none"> 1. Officers 2. Non-officers (b) "Handle general cargo" <ul style="list-style-type: none"> 1. Officers 2. Non-officers (c) "Special premium pay" d. Disposal of garbage 11-3. Hours of Work at Sea <ul style="list-style-type: none"> a. Non-Steward personnel <ul style="list-style-type: none"> (1) Officers (2) Non-officers b. Steward personnel 	<p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in section 4-27</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in section 4-10</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Cargo section 4-8</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Language edited for content, covered in Trash section 4-11</p> <p>Language edited for content, covered in Hours of Work section 4-1</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>

OLD 610	NEW 610
<p>(1) Food Handlers and Supervisors (2) Room Steward</p> <p>11-4. Premium Pay at Sea</p> <p> a. Non-Steward personnel</p> <p> (1) Officers (2) Non-officers</p> <p> b. Steward personnel</p> <p> c. Other premium pay provisions</p> <p> (1) "UNREP duties"</p> <p>11-5. Supply Department Personnel at Sea or in Port</p> <p> a. Other premium pay provisions</p> <p> (1) Defrosting ice boxes (2) Meal hours</p> <p> (a) "Assignment of work" (b) "Meal hours" (c) "Extra compensation"</p> <p> 1. "Special project" 2. "Sponsor"</p> <p> (3) Hot night lunches (4) Sougeeing, chipping, painting (5) Call out (6) Meals served to extra persons</p> <p> (a) "Overtime"</p> <p> 1. "Serving 2" 2. "Serving 3-6" 3. "Serving 7-12" 4. "Serving 13-18"</p> <p> (b) "Extra persons" (c) "Sponsor personnel" (d) "Utilitymen"</p> <p> (7) Serving meals on bridge or in Engine Room (8) Steward stores and other Deck Department...</p>	<p>" " Language edited for content, covered in Hours of Work section 41 " " " " " " " Language edited for content, covered in section 4-27 Language edited for content, covered in section 4-4 Covered in section 4-1 Covered in section 4-4 " " Language edited for content, covered in Night Lunch section 4-5 Language edited for content, covered in section 4-16 Language edited for content, covered in section 3-2 Language edited for content covered in section 4-27 " " " " " " " " Language edited for content, covered in section 4-27 Language edited for content, covered in Cargo section 48</p>
Section 13. Damage Control Instructor	
<p>13-1. Damage Control Instructor in Port</p> <p> a. "Hours of work" b. "Hours of work" c. Overtime</p> <p>13-2. Damage Control Instructor at Sea</p> <p> a. Hours of work b. Overtime</p>	<p>Language edited for content, covered in section 4-28 " " " Language edited for content, covered in section 4-28 " "</p>

OLD 610	NEW 610
13-3. Damage Control Instructor at Sea or in Port <ul style="list-style-type: none"> a. Hazard pay and bonus provisions b. Nonwatchstanding compensation 	Language edited for content, covered in section 4-28 " "
Section 14. Relief officers	Delete entire section, not a current practice
14-1. General Provisions 14-2. Hours of Work <ul style="list-style-type: none"> a. "Laid-up status" b. "Relief officers" c. "Attendance" d. "Relief engineer" 14-3. Fixed Rates of Pay 14-4. Duties of Relief Deck Officers <ul style="list-style-type: none"> a. Prohibited duties b. Minor duties 14-5. Duties of Relief Engine Officers <ul style="list-style-type: none"> a. "Relief Engineer Officers" b. "Performing work below" c. "Penalty rate" d. "Relief engineers" 14-6. Hazard Pay	
Section 15. Receiving Branch Personnel	
15-1. General Provisions 15-2. Hours of Work 15-3. Premium Pay 15-4. Personnel on Detail	Language edited for content, covered in Hours of Work " " Language edited for content, (last sentence deleted)
Section 16. Personnel Assigned or Detailed to Ships in Reduced...	Language edited for content, covered in section 4-24
16-1. General Provisions 16-2. Hours of Work 16-3. Premium Pay	" " "
Section 17. Hazard Pay	Covered in section 4-23
17-1. Explosives or Dangerous Cargo <ul style="list-style-type: none"> a. "50 short tons" b. "Loaded from several ports" 17-2. Handling Explosives or Dangerous Cargo 17-3. Penalty Cargo <ul style="list-style-type: none"> a. Sulpher 	Language edited for content Deleted, not the current practice Deleted, not the current practice Language edited for content "
Section 18. Bonus Provisions	Covered in section 4-23
18-1. General Provisions <ul style="list-style-type: none"> a. Procedure for payment b. When area bonuses are paid 	

OLD 610	NEW 610
<ul style="list-style-type: none"> c. Death of marine employees d. Native employee provisions e. Bonuses during sick leave 	Deleted, not the current practice
<p>18-2. When Bonuses are not Payable</p> <ul style="list-style-type: none"> a. While ashore on annual leave... b. Marine employees physically assigned... c. Separated marine employees <ul style="list-style-type: none"> (1) "Voluntary termination" (2) "Desertion or discharge" (3) "Employment on another ship" (4) "Refusing repatriation" 	Deleted, not the current practice
<p>18-3. Bonuses During Repatriation</p> <ul style="list-style-type: none"> a. Conditions under which bonuses... <ul style="list-style-type: none"> (1) "Convenience" (2) "Illness or injury" (3) "War" b. Termination of bonus due a repatriatee c. Certification of bonus due to repatriatee d. "Repatriates signed on as crew members" 	
<p>18-4. Imminent Danger Pay (IDP)</p> <ul style="list-style-type: none"> a. Entitlement <ul style="list-style-type: none"> (1) "Official duty" (2) "Hostile fire" b. Exclusion c. Computation d. Termination of IDP 	
<p>18-5. Area Bonus</p> <ul style="list-style-type: none"> a. Commencement of Area Bonus b. Computation of Area Bonus c. Termination of Area Bonus 	
<p>18-6. Vessel Attack Bonus</p> <ul style="list-style-type: none"> a. "Authorized by COMSC" b. "War hazard" c. " Bonus payable" <ul style="list-style-type: none"> (1) "Damaged or destroyed" (2) "Injured or killed" (3) "Immediate danger" d. "Shift to anchorage" e. "Moved to another port" 	
<p>18-7. Harbor Attack Bonus</p>	

OLD 610	NEW 610
<ul style="list-style-type: none"> a. "Authorized by COMSC" b. "Allowable in harbor" c. "Ship attack bonus" 18-8. War Risk Bonus Areas	
Section 19. Premium Pay Dispute Form	Language edited for content, became Appendix 1
Memorandum Of Understanding	
Elimination of ROS(A) Personnel Work Rules <ul style="list-style-type: none"> 1. Parties to Agreement 2. CMPI 610 Section 16-1 a (1), (2), (3), and b 3. Restoration of Four Hours of Overtime for Masters... 4. CMPI 610 Sections, Work Week Schedule 5. CMPI 610 Section 9-1(b) 	Language edited for content, became section 4-24
Advisories	
CMPI Advisory 02-1-610 <ul style="list-style-type: none"> 1. "Communications department" 2. Applicable Section of CMPI 610 3. Hours of Work 4. Premium Pay 5. Compensatory Time 6. Sea Watches 7. Delays in Sailing 8. Supper Relief and Mealtime 9. Hot Night Lunch 10. Security related to Duties in Port 11. Position Shortage 12. "Contact information" 	Communications Dept included in appropriate sections of the "new" 610
CMPI Advisory 03-1-610 <ul style="list-style-type: none"> 1. "Penalty meal hour" 2. "Denial of payment" 3. "Compensation" 4. "Contact information" 	Included in section 4-4
CMPI Advisory IDP <ul style="list-style-type: none"> 1. "IDP pay" 2. "Notification" 3. "Contact information" 	Included in section 4-23
Unattended Engineerroom Hours of Work <ul style="list-style-type: none"> Applicability Definitions At Sea In Port: Foreign 	Included in section 426

OLD 610	NEW 610
In Port: Non-Foreign In Port or at Sea: Saturday, Sunday and Holidays	
Pay Notes	
Lant Unlicensed - Tankers and NFAF Oilers <ol style="list-style-type: none"> 1. Tank Cleaning Rates 2. Explosives 3. Using Spray Guns and Sandblasting Machines... 4. Garbage 5. Rates Applicable...For work off vessel 6. Dirty Work Rate 7. Minimum Overtime Rate Pac Unlicensed <ol style="list-style-type: none"> 1. "Paid daily rate" 2. Minimum Overtime Rate 3. 21 Quad Cable Handling Rate 4. Explosive Handling Rate 5. Port Security Force and Port Fire Watch 6. Surface Rescue Swimmer (SRS) Rate 7. "See applicable CMPI 610 provisions" 	

CHAPTER 3: HOW TO GUIDE

Introduction

There have been significant changes in the organization and format of the CMPI 610 that allow for an easier to manage process for entering labor into DHAMS. This How To Guide as well as the Pay Code Matrix, Chapter 4, are intended to serve as a tool for training and will help users locate the information they need when inputting premium pay into DHAMS.

Getting Started

To get started, do a quick read through of the revised CMPI 610 document. Don't try to absorb and memorize everything, instead pay attention to the new organization and format. You will notice that the new CMPI 610 is organized primarily by work events. In Section 6, Index, you can find a listing of each work event and the section in the Instruction it can be located in.

Once you do a quick read through, identify a type of work you are familiar with in the Index (as this will help with your understanding). Once you identify a type of work, flip to that section in the Instruction. You will notice that the Duty code and Earnings code for the type of work performed are now listed within the document. (Note: Whenever possible, the new CMPI 610 utilized the existing DHAMS codes.)

The inclusion of Duty and Earnings codes within the document itself is intended to help ensure data is entered into the payroll system properly and consistently. It should also help measure the costs of doing business with our customers. Finally, it should be an effective tool in resolving disputes, if they arise.

Using the New CMPI 610

Now that you have an understanding of how the new CMPI 610 is organized, here is an example of how to find information using the new organization.

Example : What are the actual duties involved in Dry/Liquid/Explosive Cargo Handling and what codes do I use in DHAMS? Who is paid?

The first step in answering these questions is to go to the CMPI 610 Index in Section 6. In the Index, locate the Cargo section references, as shown below. As you can see, the Cargo sections can be found starting on pages 13, 14, and 16.

Section 6. Index

	Page
Arctic and Antarctic Work	30
Authority	1
Blasting	
- Sand	27
- Bead	27
Call Out	3
Call Back	5
→ Cargo	
- Dry Cargo (Non-Explosive)	13
- Dry Cargo (Explosive)	14
- Liquid Cargo	16
Carpenter Duties	44
Compensatory Time	
- Electing	2
- Using	3
- Limits	3
Clean-up Time	24
Crossing International Date Line	6
Damage Control Instructors	43
Dayworker, Hours of Work	7
Definitions	44
Delays in Departure	31
Dirty Work	19
Drills	11
Emergency Duties	11
Enclosed Spaces	19
Explosives	13
Fleet Support Vessels (ARS/ATF)	29
Fourth Meal	8, 40
Gangway Watch	12

After locating the appropriate section in the index, turn to the pages listed. Once you flip to those pages, you will find a description of the type of work and the applicable Duty Code and Earning code within the paragraph, as shown below.

(a) Penalty pay is payable during any off duty hours while in a standby status. (Duty code 04, earning code PTN)

(b) Overtime is payable if assigned to work.

2. Unlicensed. Unlicensed CIVMARs required to remain aboard the ship during their off duty hours to be available for duty in connection with the security and/or safety of the ship or cargo as required by applicable policies shall be paid as follows:

(a) Atlantic. Penalty time is payable during any off duty hours, while in a standby status. Overtime is payable if assigned to work. (Duty code 04, earning code PTN)

(b) Pacific. Port security force/port fire watch rate as described in the Pacific schedule of wages is payable during any off duty hours, while in a standby status. (Duty code 04, earning code GGN) Overtime is payable if assigned to work.

4.8. CARGO

a. Definition. Cargo - Any item intended for transfer to or received from any vessel, unit or activity. This does not include items identified for own ship's use or to support embarked detachments.

b. Dry Cargo (Non-Explosive)

Who is paid?

Type of Work

1. Licensed Deck Officers

(a) When longshoremen are unavailable and Licensed Deck Officers are required to actively supervise crewmembers engaged in cargo activity, they shall be compensated at the cargo rate of pay, provided Unlicensed CIVMARs are receiving the cargo rate of pay. The cargo rate of pay for Licensed Deck Officers shall be one and one half (1 1/2) the penalty rate of pay. (Duty code 21, earning code EXN [off-duty]/ERN [on-duty])

Duty code and earning code

(b) Exception. Additional compensation shall not be payable when crewmembers add to existing lashings or shoring, or remove lashings prior to docking.

2. Licensed Engine Officers. When Engine Officers are required to handle dry cargo or cargo gear for handling of such cargo, they shall receive the penalty rate of pay for such work performed during straight time hours. (Duty code 22, earning code PTN) Overtime shall be paid for this work during overtime hours. (Duty code 22, earning code OTN)

3. Unlicensed CIVMARs

(a) When qualified CIVMARs are required to handle cargo in port or at anchor, including lightering locations, the applicable cargo handling/longshoreman rate is payable. (Duty code 19, earning code MGN [off-duty]/MHN [on-duty])

Note: You can also find the duty code and earnings code in the Pay Code Matrix, Chapter 4.

Now that you know who is paid for this type of work, you can log in to DHAMS and make the appropriate entries. It is important to note that DHAMS Duty and Earnings Codes will need to be verified as updated. If you don't find a rate for a particular job or billet number, be sure that your tables are updated. An experienced DHAMS user will know to update and edit the Table Rates and will associate Duty Codes with Earnings codes as needed. Department Heads and Supervisors should contact their Purser or Master, on a ship without a Purser, for guidance. If the issue cannot be resolved on the ship, contact the MSC Global Service Desk (MSCGSD@NAVY.MIL, telephone number 1-877-672-2441 or 757-227-9323) for assistance in remedying the issue.

Pay Scenarios

Now that you know how to locate information in the document, here are some scenarios that illustrate how the document can be used.

ENGINEERING SCENARIOS

One Atlantic 3rd Engineer (Day) Supervisor, with One Pacific Engine Utilityman (Dayworker) and One Atlantic Wiper sent to remove a valve from piping in the bilges. Work occurred in the late afternoon and early evening on a weekday. Repairs commenced at 1500 with the job completed at 2022. Dinner went from 1700-1800. OT portion was voluntary, so no Penalty Meal is payable.

Atlantic 3rd Engineer (Day) (remember rates are the same for Engineer Officers either Coast, and Officer must be actively engaged, not watching from above but climbing down to physically inspect and supervise).

1500-1700: Duty Code 51, Earning Code PTN, 2 Hours.

1800-2022: Duty Code 51 Earning Code OTN, 3 Hours

Pacific Engine Utilityman (Dayworker)

1500-1700: Duty Code 51, Earning Code FBN (Dirty Work Rate)

1800-2022: Duty Code 51, Earning Code FAN (Dirty Work OT Rate **OR** the CIVMAR's OT rate—*whichever is Higher*. 3 Hours; remember that all OT is to one hour increments

Atlantic Wiper:

1500-1700: Duty Code 51, Earning Code FFN per Dry Cargo C Class Penalty Rate

1700-2022: Duty Code 51, Earning Code OTN, again remember 3 hours

SUPPLY DEPARTMENT SCENARIO

Food Service SU's and Chief Steward are called out to unload Bread Truck delivery on the pier without Deck Department assistance, this occurred at 0920 on a weekday in port CONUS; it took until 0946 to unload truck and get the bread to below storage area.

0920-0946, Duty code 63, earning code PTN, 1 Hour. Remember that assigned hours per section 4-1 are from 0630-1000.

If the same delivery occurred during off duty times, then Overtime is payable utilizing Duty code 63, earning code OTN with applicable OT paid, use the times and enter to the nearest 1 hour increment.

Note: Per the new CMPI 610, no additional premiums are paid for moving a department's stores within its own area once aboard the vessel.

TRASH, SHIP'S OWN, ALL UNLICENSED SCENARIOS

Be sure and consult the CMPI 610 section on Trash to ensure those assigned meet the criteria. Utilizing the various indexes, the user will find these in Section 4-11.

Deck AB's Atlantic and Pacific are sorting and removing Trash from the ship to the pier from 0815 to 1000:

Atlantic: 0815-1000, Duty Code 35, Earning Code MDN 1.5 times the penalty Rate on your DHAMS Tables, 2 hours.

Pacific: 0815-1000, Duty Code 35, Earning Code MHN (On Duty Cargo Penalty Rate), 2 Hours.

SU's are operating the Trash Compactor or Plastic Pucker in the trash room:

Atlantic: 0815-1000, Duty Code 35, Earning Code MDN1.5 times the penalty Rate on your DHAMS Tables, 2 hours.

Pacific: 0815-1000, Duty Code 35, Earning Code PTN (On Duty Cargo Penalty Rate), 2 hours

During OT hours, applicable Duty Code 35 and Earnings Code OTN will apply—remember that trash carried from customer ships to be offloaded ashore is a separate entry counted as retro cargo for offload.

CHAPTER 4: PAY CODE MATRIX

CMPI PARAGRAPH TITLE	CMPI PARA #	DUTY CODE	EARNING CODE	LIC OR U/L	COAST	REMARKS
21 QUAD CABLE HANDLING	4-20.b.2(a)	11	MBN	U/L	B	
ARCTIC AND ANTARCTIC WORK	4-20.a.1	90	PTN	LIC	B	
ARCTIC AND ANTARCTIC WORK		90	OTN	ALL	B	
ASSIGNMENT TO HOURS OF WORK	4-1.a.1	01	OTN	ALL	B	
ASSIGNMENT TO HOURS OF WORK		03	OTN	ALL	B	
CARPENTER DUTIES	4-29.a	E9	PTN	U/L	B	150,161,162, 163,165 ONLY
CHIEF ENGINEER OVERTIME	4-26.b.1	05	OTN	LIC	B	
DAMAGE CONTROL INSTRUCTORS	4-28.b	87	OTN	U/L	B	
DELAYS IN DEPARTURE	4-22.b.1	86	PTN	ALL	B	
DELAYS IN DEPARTURE	4-22.b.1	86	OTN	ALL	B	
DIRTY WORK CLEAN-UP TIME OVERTIME	4.12.f.1	33	FAN	U/L	P	ENG ONLY
DIRTY WORK CLEAN-UP TIME	4.12.f.1	33	OTN	U/L	B	
DIRTY WORK CLEAN-UP TIME OVERTIME	4.12.f.1	33	FAN	U/L	L	
DIRTY WORK ENCLOSED SPACES	4-12.a.3	33	PTN	LIC ENG	B	
DIRTY WORK ENCLOSED SPACES OVERTIME	4-12.a.3	33	THN	LIC ENG	B	
DIRTY WORK ENCLOSED SPACES	4-12.a.3	33	FFN	U/L	L	DECK/ENG ONLY
DIRTY WORK ENCLOSED SPACES OVERTIME	4-12.a.3	33	FAN	U/L	L	DECK/ENG ONLY
DIRTY WORK ENCLOSED SPACES	4-12.a.3	33	OTN	U/L	B	DECK/ENG ONLY
DIRTY WORK ENCLOSED SPACES STRAIGHT	4-12.a.3	33	MHN	U/L	P	DECK ONLY
DIRTY WORK ENCLOSED SPACES STRAIGHT	4-12.a.3	33	FBN	U/L	P	ENG ONLY
DIRTY WORK ENCLOSED SPACES OVERTIME	4-12.a.3	33	FAN	U/L	P	ENG ONLY
DIRTY WORK OIL SPILLS STRAIGHT	4-12.e.2	33	FFN	U/L	L	DECK/ENG ONLY
DIRTY WORK OIL SPILLS	4-12.e.2	33	OTN	U/L	B	
DIRTY WORK OIL SPILLS STRAIGHT	4-12.e.2	33	GSN	U/L	B	
DIRTY WORK OIL SPILLS STRAIGHT	4-12.e.2	33	FBN	U/L	P	ENG ONLY
DIRTY WORK OIL SPILLS OVERTIME	4-12.e.2	33	FAN	U/L	P	ENG ONLY
DIRTY WORK SEWAGE	4-12.d.2	50	PTN	LIC	B	ENG ONLY
DIRTY WORK SEWAGE	4-12.d.2	50	OTN	LIC	B	ENG ONLY
DIRTY WORK SEWAGE STRAIGHT	4-12.d.2	50	FFN	U/L	L	ENG ONLY
DIRTY WORK SEWAGE OVERTIME	4-12.d.2	50	FAN	U/L	L	ENG ONLY
DIRTY WORK SEWAGE	4-12.d.2	50	OTN	U/L	B	ENG ONLY
DIRTY WORK SEWAGE STRAIGHT	4-12.d.2	50	FBN	U/L	P	ENG ONLY
DIRTY WORK SEWAGE OVERTIME	4-12.d.2	50	FAN	U/L	P	ENG ONLY
DIRTY WORK SOOT	4-12.b.1	33	FFN	U/L	L	ENG ONLY
DIRTY WORK SOOT OVERTIME	4-12.b.1	33	FAN	U/L	L	ENG ONLY
DIRTY WORK SOOT	4-12.b.1	33	OTN	U/L	B	ENG ONLY
DIRTY WORK SOOT STRAIGHT	4-12.b.1	33	FBN	U/L	P	ENG ONLY
DIRTY WORK SOOT OVERTIME	4-12.b.1	33	FAN	U/L	P	ENG ONLY
DIRTY WORK WORK BELOW	4-12.c.3	51	PTN	LIC	B	ENG ONLY
DIRTY WORK WORK BELOW	4-12.c.3	51	OTN	LIC	B	ENG ONLY
DIRTY WORK WORK BELOW STRAIGHT	4-12.c.3	51	FFN	U/L	L	DECK/ENG ONLY
DIRTY WORK WORK BELOW	4-12.c.3	51	OTN	U/L	B	DECK/ENG ONLY
DIRTY WORK WORK BELOW OVERTIME	4-12.c.3	51	FAN	U/L	L	ENG ONLY
DIRTY WORK WORK BELOW STRAIGHT	4-12.c.3	51	MHN	U/L	P	DECK ONLY
DIRTY WORK WORK BELOW OVERTIME	4-12.c.3	51	MGN	U/L	P	DECK ONLY
DIRTY WORK WORK BELOW STRAIGHT	4-12.c.3	51	FBN	U/L	P	ENG ONLY
DIRTY WORK WORK BELOW OVERTIME	4-12.c.3	51	FAN	U/L	P	ENG ONLY
DOMESTIC REFRIGERATION BOXES	4.27.f.1	55	OTN	U/L	B	
DRILLS	4-6.b.3	87	OTN	ALL	B	OFF DUTY ONLY
DRY CARGO (EXPLOSIVE)	4-8.c.2(a)	B3	BZN	ALL	B	
DRY CARGO (EXPLOSIVE)	4-8.c.2(b)(1)	B3	NBN	ALL	B	
DRY CARGO (NON-EXPLOSIVE) STRAIGHT	4-8.b.1.(a)	22	MDN	LIC DECK	B	

CMPI PARAGRAPH TITLE	CMPI PARA #	DUTY CODE	EARNING CODE	LIC OR U/L	COAST	REMARKS
DRY CARGO (NON-EXPLOSIVE)	4-8.b.1.(a)	22	OTN	LIC DECK	B	
DRY CARGO (NON-EXPLOSIVE)	4-8.b.2	22	PTN	LIC ENG	B	
DRY CARGO (NON-EXPLOSIVE)	4-8.b.2	22	OTN	LIC ENG	B	
DRY CARGO (NON-EXPLOSIVE) STRAIGHT	4-8.b.3(a)	19	MHN	U/L	L	
DRY CARGO (NON-EXPLOSIVE) OVERTIME	4-8.b.3(a)	19	MGN	U/L	L	
DRY CARGO (NON-EXPLOSIVE) STRAIGHT	4-8.b.3(a)	19	MHN	U/L	P	
DRY CARGO (NON-EXPLOSIVE) OVERTIME	4-8.b.3(a)	19	MGN	U/L	P	
DRY CARGO (NON-EXPLOSIVE)	4-8.b.3(b)	19	OTN	U/L	B	ELECTRICIANS ONLY
EXPLOSIVES HANDLING STRAIGHT	4-8.c.3(a)	21	ERN	LIC	B	
EXPLOSIVES HANDLING OVERTIME	4-8.c.3(a)	21	EXN	LIC	B	
EXPLOSIVES HANDLING STRAIGHT	4-8.c.3(b)(1)	23	EFN	U/L	B	
EXPLOSIVES HANDLING OVERTIME	4-8.c.3(b)(1)	23	EZN	U/L	B	
EXPLOSIVES HANDLING	4-8.c.3(b)(4)	23	OTN	U/L	B	ELECTRICIANS ONLY
EXTENDED MEAL HOURS	4-27.d	58	PTN	U/L	B	
EXTENDED MEAL HOURS		58	OTN	U/L	B	
FLEET SUPPORT VESSELS (ARS/ATF)	4-19.1.b/c	88	OTN	ALL	B	
GANGWAY/PORT SECURITY/SAFETY WATCHES	4-7.b.1(a)	04	PTN	LIC	B	STANDBY STATUS
GANGWAY/PORT SECURITY/SAFETY WATCHES	4-7.b.2(a)	04	PTN	U/L	L	STANDBY STATUS
GANGWAY/PORT SECURITY/SAFETY WATCHES	4-7.b.2(b)	04	GGN	U/L	P	STANDBY STATUS
HANDLING MOORING LINES ASHORE	4-18.b	29	PTN	U/L	B	
HARBOR ATTACK PAYMENT	4-23.b.4	E6	EHB	ALL	B	
IMMINENT DANGER PAY	4-23.b.2	B4	EDP	ALL	B	
INSPECTIONS AND MEETINGS	4-6.c	94	OTN	ALL	B	OFF DUTY ONLY
INSTALLING OR REMOVING EQUIPMENT	4-13.a.2	41	PTN	U/L	B	321, 322, 323,324, 335 ONLY
INSTALLING OR REMOVING EQUIPMENT STRAIGHT	4-13.a.2	41	FLB	U/L	P	335 ONLY
LEAD PAINT AND ASBESTOS	4-20.d.2	34	OTN	ALL	B	
LIBERTY IS RESTRICTED	4-21.a	85	PTN	ALL	B	
LICENSED DECK OFFICERS	4-25.a.1.(b)	03	OTN	LIC	B	
LICENSED DECK OFFICERS	4-25.a.1.(c)	01	OTN	LIC	B	
LICENSED DECK OFFICERS OVERTIME	4-25.a.1.(d)	02	FWN	LIC	B	
LICENSED DECK OFFICERS	4-25.a.1(e)(3)	03	PTN	LIC	B	
LICENSED ENGINE OFFICERS OVERTIME	4-26.a.1.(d)	02	FWN	LIC	B	
LICENSED ENGINE OFFICERS	4-26.a.1.(e)	01	OTN	LIC	B	
LICENSED ENGINE OFFICERS	4-26.a.1.(f)	42	OON	LIC	B	
LICENSED ENGINE OFFICERS	4-26.a.1.(f)	42	PTN	LIC	B	
LICENSED ENGINE OFFICERS	4-26.a.1.(f)	42	OTN	LIC	B	
LICENSED ENGINE OFFICERS	4-26.a.2(a)	02	PTN	LIC	B	
LICENSED ENGINE OFFICERS	4-26.a.2.(b)	03	PTN	LIC	B	
LIQUID CARGO	4-8.d.1(a)	38	PTN	LIC	B	NO CARGO MATES/ENGINEERS
LIQUID CARGO	4-8.d.1(a)	38	OTN	LIC	B	NO CARGO MATES/ENGINEERS
LIQUID CARGO ASHORE	4-8.d.2(a)(1)a	28	PTN	U/L	B	LANT CAN PYRAMID
LIQUID CARGO	4-8.d.2(a)(1)a	28	OTN	U/L	B	LANT CAN PYRAMID
MASTER OVERTIME	4-25.f.1	05	OTN	LIC	B	
MASTER'S FINANCIAL RESPONSIBILITY	4-25.c.3	07	MFN	LIC	B	
MASTER'S FINANCIAL RESPONSIBILITY	4-25.c.3	07	OTN	LIC	B	
NIGHT LUNCH	4-5.a.4	60	OTN	U/L	B	SUPPLY ONLY
NIGHT LUNCH	4-5.a.6	83	PTN	ALL	B	
PAINTING AND SURFACE PREPARATION (SOUGEEING, CHIPPING, ETC)	4-15.a.1(a)	34	PTN	U/L	B	DECK ONLY
PAINTING AND SURFACE PREPARATION (SOUGEEING, CHIPPING, ETC)	4-15.a.2(b)	34	PTN	U/L	B	ONLY 321,322.325.327.328.329.330.331.335.351.35 3.354.360
PAINTING AND SURFACE PREPARATION (SOUGEEING, CHIPPING, ETC)	4-15.a.3(b)	34	PTN	U/L	B	SUPPLY ONLY

CMPI PARAGRAPH TITLE	CMPI PARA #	DUTY CODE	EARNING CODE	LIC OR U/L	COAST	REMARKS
PAINTING AND SURFACE PREPARATION (SOUGEEING, CHIPPING, ETC)	4-15.a.3(b)	34	OTN	U/L	B	SUPPLY ONLY
PILOTAGE	4-25.d.2.(a)	06	OTN	LIC	B	
PILOTAGE	4-25.d.2.(b)	06	OTN	LIC	B	
POSITIONS CHANGES 13 DAYS OR LESS	4-1.a.6(b)(1)(2)	E7	GEN	LIC	B	
PREPARING CARGO HOLDS	4-9.b	19	PTN	U/L	L	
PREPARING CARGO HOLDS	4-9.b	19	OTN	U/L	B	
PREPARING CARGO HOLDS STRAIGHT	4-9.b	19	GGN	U/L	P	
REST PERIODS FOR WORK PERFORMED AFTER MIDNIGHT	4-3.a	84	PTN	LIC	B	
REST PERIODS FOR WORK PERFORMED AFTER MIDNIGHT	4-3.b.3	84	GTB	U/L	B	
SERVICES PROVIDED TO EXTRA PERSONS	4-27.c.2	E2	BSN	U/L	B	SUPPLY ONLY
SERVING MEALS OUTSIDE THE MESSROOM	4-27.e.1	59	PTN	U/L	B	
SERVING MEALS OUTSIDE THE MESSROOM	4-27.e.1	59	OTN	U/L	B	
SHIP'S STORES/PROVISIONS LOADING	4-10.b.3	63	PTN	U/L	B	SUPPLY ONLY
SHIP'S STORES STOWING	4-10.c.2	63	PTN	U/L	B	OTHER DEPTS
SPRAY PAINTING/SAND BLASTING/BEAD BLASTING STRAIGHT	4-16.b	34	FDN	U/L	L	
SPRAY PAINTING/SAND BLASTING/BEAD BLASTING	4-16.b	34	OTN	U/L	B	
SPRAY PAINTING/SAND BLASTING/BEAD BLASTING STRAIGHT	4-16.b	34	MHN	U/L	P	
SURFACE RESCUE SWIMMERS	4-20.c.2	F2	MRS	ALL	B	
SURFACE RESCUE SWIMMERS	4-20.c.2	26	OTN	ALL	B	
TANK CLEANING	4-17.b.3	31	PTN	LIC	B	
TANK CLEANING	4-17.b.3	31	OTN	LIC	L	DECK ONLY
TANK CLEANING OVERTIME	4-17.b.3	31	THN	LIC	P	ENG ONLY
TANK CLEANING STRAIGHT	4-17.b.3	31	TKN	U/L	L	
TANK CLEANING	4-17.b.3	31	OTN	U/L	L	
TANK CLEANING STRAIGHT	4-17.b.3	31	MHN	U/L	P	
TANK CLEANING OVERTIME	4-17.b.3	31	MGN	U/L	P	
TRASH STRAIGHT	4-11.c	35	MDN	U/L	L	DECK/ENG/SUPPLY
TRASH	4-11.c	35	OTN	U/L	B	
TRASH STRAIGHT	4-11.c	35	MHN	U/L	P	DECK/ENG/SUPPLY
TRASH	4-11.c	35	PTN	U/L	P	SUPPLY ONLY
UNASSIGNED ADMIN WORK	4-25.c.1	93	PTN	LIC	B	
UNBROKEN HOUR FOR MEAL AND REST TIME	4-4.a	83	PTN	ALL	B	DAY WORKERS ONLY
UNBROKEN HOUR FOR MEAL AND REST TIME	4-4.b	83	PTN	U/L	B	
UNDERWAY REPLENISHMENT OVERTIME	4-27.b.3	24	GON	U/L	B	
UNDERWAY REPLENISHMENT	4-27.b.3	24	OTN	U/L	B	
VESSEL ATTACK PAYMENT	4-23.b.3	E5	EVB	ALL	B	
WAR ZONE	4-23.b.1	E4	BWB	ALL	B	
WORKING ALOFT	4-14.c	46	PTN	U/L	B	ENG/COMM
WORKING ALOFT	4-14.c	46	OTN	U/L	B	ENG/COMM
WORKING ALOFT STRAIGHT	4-14.c	46	FLB	U/L	P	335 ONLY

CHAPTER 5: FREQUENTLY ASKED QUESTIONS

Introduction

This Frequently Asked Question document is a collection of questions which will help CIVMARS navigate the changes in the newly revised CMPI 610.

MSC and Unions will receive CIVMAR questions via e-mail and review them promptly. There will be a labor –management group who will be responsible for preparing and sending a response to each e-mail received.

The Frequently Asked Questions Document will be updated at regular intervals to incorporate questions from the fleet.

Background

1. What is CMPI 610 and why was it revised?

CMPI 610 is the Instruction which sets forth the rules covering how CIVMARS will be compensated for overtime, premium and penalty pay work aboard MSC vessels.

The Instruction currently used in the fleet is 25 years old. Over the years, sections have been revised, but only by sections.

2. When did the parties first begin to revise CMPI 610?

The Unions began negotiating CMPI 610 with MSC around 2006. The parties used traditional collective bargaining methods. This method of bargaining was not effective for this Instruction. As a result, no progress was made and negotiations were suspended until 2010.

3. What was the process used to revise CMPI 610 during the most recent negotiations?

Beginning in 2010, the parties used Interest Based Bargaining (IBB) negotiations. Negotiators on the permanent MSC and Union negotiating teams were trained over three days to use this type of negotiating process.

CIVMARS who attended the negotiating sessions also received brief training about the use of IBB for CMPI 610 negotiations.

IBB is a difficult negotiating process. It requires each party to think creatively. It also requires negotiators to move away from taking hard and fast positions and move towards a more problem solving approach allowing the entire group of negotiators to reach consensus on Instruction language.

4. How long did it take to complete the negotiations?

It took over 24 months to conclude the negotiations for CMPI 610.

5. Who was involved in the negotiations?

In addition to MSC, the three Unions which were involved in the negotiations were the Seafarers International Union (SIU) representing the Unlicensed CIVMARS; the International Organization of Masters, Mates and Pilots (MMP) representing the licensed Deck Officers and the Medical Service Officers; and the Marine Engineers Beneficial Association (MEBA) representing the licensed Engineers.

Additionally, unlicensed and licensed CIVMARS working in the deck, engine and supply departments attended the negotiations serving as Subject Matter Experts (SME). SMEs from both coasts attended the negotiations.

Licensed and Unlicensed CIVMARS also participated via telephone conference call and by completing written surveys which were reviewed by the negotiators.

6. What are the Federal laws that affected CMPI 610 negotiations?

Negotiators were mindful of the Federal Laws that applied to this type of negotiation. The first was the 5 USC Chapter 71 – Federal Labor Management Relations.

The Second was 5 USC 5348 – Government Organization and Employees, Crews of Vessels. This law applies to officers and crew of vessels operated by the government.

7. How did these laws impact negotiations?

5 USC Chapter 71 required the negotiators to bargain in good faith.

In summary, 5 USC 5348 requires that, consistent with the public interest, the rates of pay for CIVMARS and the pay practices (work rules and other types of payments CIVMARS receive) will be in accordance with the rates of pay and pay practices found in the private sector maritime industry.

The application of this law resulted in the review of several private sector collective bargaining agreements the three Unions had entered into with various ships operators.

When the private sector rules were clear, and it was consistent with the public interest, the negotiators adopted those work rules for CIVMARS. This meant that some of the work rules in the previous Instruction were revised or deleted.

At times, when work was unique to the CIVMAR work environment, rules such as payment for trash and underway replenishment Cargo pay were adopted.

Goals of the Negotiations

8. What were the goals of the negotiations?

The goals of the CMPI 610 negotiations were as follows:

1. to ensure that CIVMARS would be fairly compensated by the new work rules and that there would be no significant financial change in CIVMAR wages, either positively or negatively;
2. to ensure that the changes would be cost neutral for MSC. This means that MSC would not have to pay much more money to implement the rule changes or save significant amounts of money by cutting pay through work rule changes;
3. to develop work rules that would be applied fairly and consistently on every vessel;
4. to streamline the Instruction, to delete repetitive, confusing and inconsistent language that was found throughout the previous version of CMPI 610.
5. to develop work rules covering unlicensed CIVMARS which could be applied whenever possible to both coasts; and
6. to develop a document that is easy to read and allows CIVMARS to find the information they are looking for quickly and efficiently.

9. How did the IBB process help negotiators reach these goals?

The IBB process helped negotiators reach these goals because it allowed negotiating teams to operate in an environment that promoted flexibility and continual review and consideration of CIVMAR and MSC interests.

These interests always included developing rules that would result in a safe work environment, fair pay for work done during overtime, premium and penalty pay evolutions and rules that would result in a cost neutral impact for MSC.

The IBB allowed negotiators to think about the problems CIVMARS faced in their work aboard vessels and how to solve those problems via the changes in the organization of the CMPI 610 document and the substantive work rules.

Instruction Organization

10. How is the Instruction Organized?

The revised CMPI 610 Instruction is now organized in a very different way from the previous version.

There are six sections and one appendix: Preamble; Administration; Computation of Premium Pay; Work Rules and Definitions, Index, and Appendix A.

11. What does each new (5 overall sections) section contain?

The Preamble contains reference to applicable laws and sets forth MSC's policy relating to the work rules.

The Administration Section details how premium pay will be authorized and how CIVMARS should file a premium pay dispute if there is a disagreement about how CIVMARS will be paid under the new rules.

The Computation of Premium Pay section contains the rules regarding topics such as port time, sea watches, application of simultaneous premium pay rates and computation of premium pay.

The Work Rule section contains the new work rules for all CIVMARS covered by CMPI 610.

The Definition Section contains descriptions of the terms used in the Instruction.

The Index is cross referenced and detailed to assist CIVMARS in finding a section they need to see quickly.

12. How can I find the section I need to see how I will be paid?

There is a cross referenced Index at the end of the Instruction.

13. Why is the new CMPI 610 much shorter than the previous version?

Before and during the negotiations many CIVMARS notified the negotiating teams that the language in CMPI 610 was confusing and repetitive. The negotiators incorporated this concern into the negotiation goals. As a result, negotiators eliminated repetitive and confusing language. Separate sections for each department were eliminated. The Instruction was reorganized and presented by work rule topic. This new approach means overall, while a great majority of the work rules are in the revised CMPI 610, the document is shorter and more concise.

14. Where can I find information that compares the previous version of the Instruction to the new Instruction?

There is a new reference document developed for use by CIVMARS during the CMPI 610 implementation period. This document is titled the CMPI 610 “Side by Side Comparison Chart”.

This document is organized by Section. It compares the sections of the previous CMPI 610 version to the newly negotiated version. It includes annotations of where the sections in the previous CMPI 610 is now placed in the new Instruction.

This document will be available on the vessel and on the Local Area Network (LAN) and MSC website (MSC.NAVY.MIL).

15. Where can I find the payment provision in each (work rule) section?

The payment provisions are noted at the end of each CMPI 610 section. The payment provisions are organized the same way throughout the document.

16. Does each rule apply to both the east and west coasts?

All CMPI 610 work rules apply to CIVMARS assigned to both the east and west coasts. Negotiators attempted to apply the same pay rates to both coasts as well. Sometimes however this was not possible. When the premium pay rate was different for the east and west coasts, this is spelled out at the end of the section as well.

Financial Analysis

17. How did the negotiators estimate the financial impact of the work rule changes?

Beginning in July 2011, negotiators have been looking at ships payrolls, overtime sheets and other documents which contain information about overtime and premium pay work aboard MSC vessels. Information was reviewed from almost every vessel in the MSC fleet.

Negotiators learned how much time was spent on various overtime evolutions by analyzing duty codes, premium pay codes and CIVMAR work hours by department and rating for east and west coast mariners.

18. Will the financial analysis continue once CMPI 610 is implemented?

Yes, the financial analysis will continue after CMPI 610 is implemented to ensure fair and consistent application of the rules and to ensure the financial goals of MSC and the Unions are met.

CMPI 610 Training

19. How can I learn about the new CMPI 610?

Three training teams will be traveling throughout the fleet to meet with CIVMARS, present the new program along with the CMPI 610 training video. A user guide is also available with various written materials.

20. What training materials are available?

Additional training materials are available to all vessels and the CSUs for CIVMAR review. The materials are the new CMPI Instruction and the CMPI 610 User Guide which includes the 610 Instruction document, the Side by Side Comparison document, the How To Guide, Pay Code Matrix, and FAQ.

CMPI 610 Disputes

21. What can I do if I believe that I have not been paid correctly for overtime, premium pay or penalty pay work under the new CMPI 610?

If you believe you are not being paid correctly for overtime, premium pay or penalty pay work you may file a premium pay dispute using the form at the end of the CMPI 610 Instruction.

22. What can unlicensed CIVMARS do if she/he believes that their wages have been significantly impacted by a change in a new work rule?

If an unlicensed CIVMAR believes that as a result of the CMPI 610 work rule changes that your wages have been significantly impacted, you may send an e-mail message to MSCCMPI610@gmail.com.

23. What is the process to evaluate concerns about the adverse impact of work rule changes?

Once an e-mail is received from a CIVMAR with a concern about an impact to overtime , premium or penalty pay wages, MSC and the Unions will review the e-mail. We may ask a CIVMAR for more information. Additionally, the parties will be reviewing shipboard documents and payrolls to evaluate the concern.

The reviewers will monitor periodically to see if the CIVMAR's wages have increased as a result of changes to the work rules which proved additional compensation. Once a complete evaluation is made, there will be a determination as to whether the parties need to revise the rule to remedy the impact.

If the parties see that there is a group of CIVMARS in a certain rating that have been significantly impacted right away, the parties will meet sooner than 6 months to address the adverse consequence of the rule.

Protections for CIVMARS and MSC as the Instruction is Implemented

24. What protections for CIVMARS have been built into the CMPI 610 implementation program and how do they work?

The MSC and the Unions have agreed to meet at least once a year for the next five years to evaluate the data from the work rule changes to determine if either CIVMARS or MSC has been impacted in ways not anticipated by the negotiators.

Sending Feedback and Questions about CMPI 610

The Unions and MSC are very interested in your feedback, both positive and critical. You may send comments and questions to MSCCMPI610@gmail.com. You may also contact your Union representatives.