



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

MSFSCINST 7200.1B
N13
2 Aug 11

MSFSC INSTRUCTION 7200.1B

Subj: REIMBURSEMENT OF PROFESSIONAL CREDENTIALS FEES

Ref: (a) Title 5 of the United States Code, Section 5757,
Enacted by Section 1112 of the National Defense
Authorization Act for Fiscal Year 2002, Public Law
107-107
(b) Civilian Mariner Personnel Instruction (CMPI) 4650
(c) DoD Civilian Personnel Joint Travel Regulation (JTR
Vol II) U 1415

Encl: (1) Claim for Reimbursement for Expenditures on Official
Business (SF-1164)

1. Purpose. To establish policy and procedures for Military Sealift Fleet Support Command (MSFSC) Civil Service Mariners (CIVMARS) financial reimbursement of fees incurred renewing or upgrading professional credentials per references (a) through (c). This policy supersedes and clarifies the reimbursement of professional credential fees for CIVMARS.

2. Cancellation. MSFSCINST 7200.1A.

3. Background. Government reimbursement of fees associated with renewing or upgrading professional licenses and credentials has a positive effect on the recruitment, retention, morale, and productivity of CIVMARS. This program is important to meet recruiting and retention goals.

4. Eligibility. Only MSFSC CIVMAR employees are eligible for reimbursement of professional credential fees. Shoreside civilian personnel, military personnel, and contractors are not eligible for reimbursement of the professional credential fees specified under this instruction.

5. Criteria

a. Reimbursement of professional credentials are limited with the following credential and expenses:

(1) United States Merchant Mariner Documents.

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(2) United States Coast Guard (USCG) License (Any gross tons or any horsepower only).

(3) USCG Certificates of Registry.

(4) USCG Merchant Mariner credentials (if enacted).

(5) Environmental Protection Agency (EPA) Ozone Depleting Substances (ODS) "Universal" certificates.

(6) Certificates of Radar Renewal (one-day versions only).

(7) Passport photos required for credentials mentioned above.

(8) Certificate of Flashing Light proficiency (if not offered free of charge by the respective USCG Regional Exam Center issuing the corresponding license).

b. Expenses and fees NOT reimbursable under this instruction include, but are not limited to the following:

(1) Exam preparation fees.

(2) Training.

(3) Travel (including rental cars, mileage, tolls, parking, etc).

(4) Per diem (including meals, lodging and incidentals).

(5) Medical expenses or physical examination fees.

(6) Passport (non-official) expenses.

(7) Federal Communications Commission (FCC) Global Maritime Distress and Safety System Operator's licenses renewed after March 25, 2008.

(8) Transportation Worker Identification Credential (TWIC).

(9) Safety Gear (i.e., safety goggles, welding gear, etc.)

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Note: These types of fees may be covered under other programs offered by MSFSC. Contact MSFSC N131 for specifics.

c. Reimbursement of credential fees and associated cost will be made only in the event the CIVMAR successfully obtains their professional credentials. CIVMARs are responsible for maintaining their professional credentials. CIVMARs that allow any of their professional credentials to lapse or become lost will not be reimbursed for professional credential expenses. CIVMARs must submit all relevant documentation for reimbursement within 90 days of completion of renewal or upgrading of professional credentials.

6. Responsibilities

a. CIVMARs must submit enclosure (1), completed and signed, along with relevant supporting documentation within 90 days of acquiring the credential(s). CIVMARs should retain their original documents and receipts. The claim must be accompanied by clear and legible copies of:

(1) Paid-in-full receipts for the professional credential fees.

(2) Professional credentials (both sides).

(3) Completion certificates and corresponding receipts, if appropriate (i.e., radar renewal, flashing light or EPA ODS).

b. Unclear or illegible submissions may be significantly delayed or denied. CIVMARs are cautioned: Do not submit unnecessary or inappropriate documentation to avoid delays. CIVMARs must submit the completed Claim, enclosure (1), along with the copies of the items above to the attention of: N131, Military Sealift Fleet Support Command (MSFSC), Bldg SP-64, 471 East C Street, Norfolk, VA 23511-2419.

c. MSFSC's N131 representative will prepare, validate, route and track the reimbursable documentation. N131 will:

(1) Receive and log all claims for reimbursement.

(2) Validate each claim.

(3) Prepare payment vouchers.

(4) Route claims and vouchers for approval.

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(5) File and maintain a copy of the approved claims and vouchers for six years and nine months.

(6) Forward the original claims and vouchers to N8 for payment.

(7) Record the credentials information in the Human Resource Management Systems (HRMS).

(8) Deliver copies of the credentials only to the respective Marine Placement Specialist; copies must be annotated "HRMS updated on date by initials."

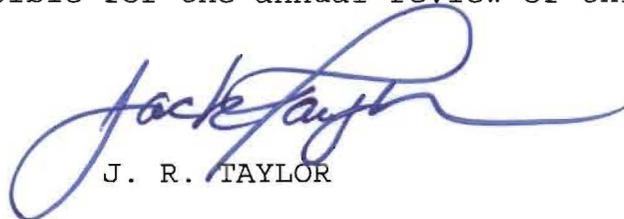
(9) Process enclosure (1) for payment.

d. MSFSC, N131 will review and approve claims based on the criteria in this instruction, and will notify employees of denied claims.

e. MSFSC, N822 will process enclosure (1) for payment by direct deposit. Vouchers that are incomplete or not payable will be returned to N131 with an explanation.

f. Approval or denial of reimbursement rests with the Director, CIVMAR Workforce Development Division Director, Code N13. CIVMAR challenges to any professional credentials reimbursement denial must be submitted in writing to N13, including all relevant information and documentation. N13 will notify employee of the final decision. CIVMAR challenges may be grieved by following the provisions of the collective bargain agreement or administrative grievance procedure, as applicable.

7. Review. N13 is responsible for the annual review of this instruction.



J. R. TAYLOR

Distribution: (MSFSCINST 5216.1F)
List I and II

