



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

MSFSCINST 12451.6A
N1
30 Aug 11

MSFSC INSTRUCTION 12451.6A

From: Director, Military Sealift Fleet Support Command

Subj: TOWING OFFICER ASSESSMENT RECORD AWARDS PROGRAM

Ref: (a) U.S. Coast Guard NMC ltr of 28 Apr 11 Military Sealift Fleet Support Command TOAR Program
(b) 46 CFR 11.464-465
(c) 46 CFR 10.304(h)
(d) U.S. Coast Guard COMDTPUB 16700.4. Navigation and Vessel Inspection Circular (NAVIC) 4-01 of 21 May 01
(e) U.S. Coast Guard COMDTPUB 16700.4. Navigation and Vessel Inspection Circular (NAVIC) 6-97 of 26 Jun 97
(f) MSFSCINST 12451.5

1. Purpose. Establish a program and consistent procedures for providing incentive awards and recognition to Deck Officers completing and maintaining Towing Officer Assessment Record (TOAR) and Designated Examiner (DE) qualifications in order to sail and assess those to sail in the capacity of towing officer aboard towing vessels.

2. Cancellation. MSFSCINST 12451.6.

3. Background

a. The Command must maintain a sufficient pool of TOAR and DE qualified Deck Officers to support readiness; failing to do so impacts on mission readiness. Becoming a Towing Officer with a TOAR or who is appointed as a DE and maintaining that certification is strongly encouraged.

b. The Towing Officer Assessment Program is specifically approved by the United States Coast Guard (USCG) National Maritime Center (NMC) per reference (a). References (b) through (e) provide general guidelines.

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(1) Once TOAR is completed, the Deck Officer is required to submit his/her TOAR to the United States Coast Guard (USCG) National Maritime Center (NMC) to have the towing endorsement added to their license. The completed TOAR must be submitted along with an application requesting "Towing Endorsement Limited to Astern only" be added to their license. The TOAR is good for five years, during which if the Deck Officer has sailed and maintained a regular work schedule, a letter will be sent by Military Sealift Fleet Support Command (MSFSC) Workforce Development Division, N13, to the United States Coast Guard (USCG) National Maritime Center (NMC) stating such and the TOAR qualification will be extended.

(2) To be eligible to be approved as a certified DE, the Civil Service Mariner (CIVMAR) must hold a valid Master of Towing license and have at least two years experience as Captain of a Military Sealift Command towing vessel conducting astern towing, or, at least three years experience as Captain aboard non-Military Sealift Command towing vessels on the route requested. The DE is good for five years, during which, if the Deck Officer has sailed onboard towing vessels, maintained a regular work schedule, and has a valid Master of Towing license, a letter will be sent by MSFSC Workforce Development Division, N13, to the USCG NMC stating continued ability to assess the competence of merchant mariners and the DE qualification is extended.

c. Support for the program and appropriate awards are necessary to ensure that TOAR and DE Deck Officers remain committed to the program.

4. Policy

a. These guidelines and procedures are to be followed by the Masters and DEs of all towing vessels including T-ARS's and T-ATF's to ensure all assessments are performed by the candidate and observed by the DE aboard that vessel.

b. Once the TOAR is completed and the officer has sailed for 30 days in the route the vessel is inspected for, he/she must submit the TOAR along with an application requesting "Towing Endorsement Limited to Astern only" be added to their license. Per references (a) and (b), a mariner holding a license as a master or mate of steam or motor vessels of greater than 200 gross register tons or as first-class pilot, may operate towing vessels within any restrictions on their license if they:

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(1) Have a minimum of 30 days of training and observation on towing vessels for the route (either Oceans, near Coastal, Great Lakes, Inland, or Western Rivers) being assessed; and

(2) Hold a completed TOAR described in references (a), (b) and (c) that shows evidence of assessment of practical demonstration of skills, including a completed Master certification page.

c. As outlined in references (a), (d) and (e), in order to be approved by the USCG and appointed as a DE, a mariner must have documentary evidence to establish that they:

(1) Have experience, training or have been instructed in assessment techniques;

(2) Are qualified in the task for which the assessment is being conducted; and

(3) Hold the level of license, endorsement, or other professional credentials required for those who would apply the relevant level of shipboard knowledge, skills and abilities to be assessed.

d. Responsibility for the proper administration of this program rests with the MSFSC (N1) TOAR Program Coordinator and the Licensed Deck Officer Marine Placement Specialist. Initiation of all award actions will be accomplished by the TOAR Program Coordinator. In addition, Masters, Department Heads and cognizant staff officials ashore will assist as required.

5. Implementation

a. The comprehensive TOAR award program will provide specific monetary and time off incentive awards in the following categories:

(1) Recognition for a single four month assignment followed by an extension of not less than a four month assignment.

(2) Recognition for a second four month assignment followed by a previous four month assignment on another ATF/ARS separated only by earned leave/required training (ship to ship not required).

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(3) Recognition for acquiring the DE qualification.

(4) Recognition for completing the TOAR.

(5) Recognition for specific towing missions, humanitarian missions, show the flag and community relations missions, Mobile Underwater Diving Salvage Unit and salvage and de-beaching.

b. Award payouts shall be administered in accordance with enclosure (3) of reference (f). MSFSC will coordinate with the vessels and will advise the Deck Marine Placement Specialist supervisors and TOAR Program Coordinator according to the following schedule:

(1) Award \$5,000 for the initial DE achievement.

(2) Award \$3,000 for the initial completed Towing Officer License Endorsement.

(3) Award \$1,000 for Incentive for renewal of either the DE or a towing endorsement on the Deck Officer License.

(4) Recognition of Time-Off Award of 32 hours for every four month assignment followed by at least a four month extension aboard a towing vessel.

(5) Recognition of Time-Off Award of 32 hours for every four month extension aboard a towing vessel past the first four month extension delineated in paragraph 4.b.1. Time-Off leave not to exceed 80 hours per year.

6. Review. N1 is responsible for the annual review of this instruction.



J. R. TAYLOR

Distribution: (MSFSCINST 5215.1F)
List I and II