



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

12631
Ser N1/1676
12 June 2009

Human Resources Advisory 2009-06

From: Director, Human Resources and Manpower Department
To: Distribution

Subj: FUNDED TRAVEL FOR SHIP'S LEAVE PURPOSES

Ref: (a) Civilian Marine Personnel Instruction (CMPI) 4650

Encl (1) Agreement to serve full tour of duty

1. This advisory re-issues guidance previously promulgated in APMC Travel Advisory 02 dated 17 October 2000. The purpose of this program is to provide ships, Civil Service Mariners (CIVMARS), and Marine Placement Specialists (MPS) an option to consider offering travel to/from ships to certain CIVMARS taking ship's leave while remaining attached to the ship during long in-port periods. This advisory supersedes and cancels APMC Travel Advisory 02.

2. Discussion. Ship's entering extended overhauls or other extended in-port periods rarely have a long period to re-train and update on-board qualifications/certifications, such as explosive handling certifications. This program is intended to provide a method for ships to retain a core crew of those having specialized training and certifications in order to minimize the time necessary to return to full operations following an extended in-port period or overhaul. Ships entering extended overhaul or other extended in-port periods will prepare a manning plan for approval by the MSFSC Operational Planning committee that will include the identification of those core crew members who are to remain attached to the ship through the use of this program (commonly referred to as Ship's Funded Leave (SFL)). For these large, overhaul manning plans MSFSC N15, Placement Division, participates as a member of the Operational Planning Committee and will provide the necessary final approval for SFL in that venue. All other SFL requests should be submitted individually the Placement Specialists for consideration. Such use of leave while attached to the ship benefits the operational readiness of the ship while concurrently allowing CIVMARS to use leave while a replacement is not needed. However, prudent selection of the core crew and application of this program is necessary since abuse of this program can have a detrimental affect on a healthy rotation of personnel through the CSUs.

The purpose of this program is to assist ships in restoring full operational readiness as quickly as possible following an overhaul. Therefore, use of the program outside of extended overhauls or other extended in-port periods would require unique circumstances that must be justified by the requesting ship and approved by MSFSC N15, Placement Division. The following outlines the Funded Travel for Ship's Leave (SFL) program:

a. For the CIVMAR, an inhibitor to using ship's leave was that travel to/from CSU was customarily at the expense of the CIVMAR.

b. Under certain conditions however, it would be advantageous for MSFSC to provide funding for travel on leave while remaining attached to the ship. CIVMARS who have already completed a tour are eligible to request leave; a replacement would ordinarily be provided. MSFSC would normally fund travel for the CIVMAR to depart the ship and return to CSU, and would also fund travel for the replacement to join the ship from CSU. If a CIVMAR who has already completed a tour of duty agrees to complete another full tour of duty upon return from ship's leave, it is in the best interest of the ship, the CIVMAR and MSFSC to allow the CIVMAR funded travel from/to the ship and a destination not to exceed funded travel to the respective CSU.

c. Should this leave be authorized, the Master will coordinate to ensure that all USCG documents and licenses, passport, medical screenings, and training requirements for that CIVMAR are met or can be arranged at no additional cost to the government when enjoying the privilege of this program. This can be done by communicating with the various contacts at MSFSC to inquire about status. No additional funding will be provided to bring the CIVMAR from any location while on leave to/from CSU to meet any of these requirements. If these conditions cannot be met, ship may contact the appropriate MPS to discuss standard repatriation options.

d. CIVMARS not part of the manning authorized by the OPC for the shipyard period shall remain on ship's rolls, in work status, while awaiting transportation. No additional Per Diem is authorized for awaiting travel status. CIVMARS choosing to begin leave while awaiting transportation do so at their own expense.

e. Excess baggage allowances for CIVMARS using funded travel for Ship's leave is limited to work related items, i.e., SRS equipment. No additional expenses for excess baggage will be paid.

f. Premium travel/stopover options are not applicable to this type of travel.

g. MSFSC N15 Marine Placement Specialists are responsible for considering and approving/disapproving requests for funded travel for ship's leave for those CIVMARS under their placement authority. Note that simply because a ship is going into overhaul does not guarantee that all requests for SFL will be automatically approved. Mission needs on other ships may take precedence over the desires of the ship going into overhaul. Requests for SFL outside of overhaul or other extended in-port period will be considered by the Placement Specialist on a case by case basis, considering the unique circumstances presented as well as the availability of reliefs and any temporary promotion restrictions that would apply.

3. Actions

a. The following conditions are applicable for funded travel for ship's leave purposes:

(1) CIVMAR must have completed a full tour already; this is not negotiable. The tour must have been completed before the crewmember is allowed leave in order to qualify for this benefit. Funded travel is not authorized retroactively.

(2) CIVMAR must agree, in writing, to new tour of duty upon return to ship.

(3) Funded travel is authorized for one departure and one return trip during entire yard period or extended in-port period. If multiple leave periods are planned for any crewmember, any additional travel costs are to be borne by the crewmember. Travel funding shall not exceed, cost constructive to government rate commercial air, the cost for travel from the ROH or in-port site, to and from CSU. Any emergent vessel tasking that affects the mariner's return to the vessel will be addressed on a case-by-case basis and the Master shall immediately notify MPS to verify the tasking and identify first available port or method for the return of the mariner.

(4) CIVMAR must provide valid emergency contact information as part of the Request for Funded Travel for Ship's Leave. The ship's Purser shall forward the emergency contact information to the respective Placement Specialist with the SFL request so that the shore staff can assist in contacting the CIVMAR in the event of an emergency while the CIVMAR is on leave. Should the emergency contact information change while on leave, the CIVMAR will notify the ship and their Placement Specialist of the updated information.

(5) Master and Department Heads are to ensure review of medical records, training, MMD/License, any other USCG doc/endorsements, passports, etc., and schedule any physical exams, training or renewal of documents before CIVMAR returns to ship. No additional travel costs will be paid to bring CIVMAR to and from CSU to complete these items.

(6) Master is to ensure signed tour agreements are provided to the appropriate Marine Placement Specialist. In the event a crewmember subsequently does not complete a new tour, depending on the circumstances, MSFSC may take steps to recoup travel funding.

(7) Pursuant to the agreed upon manning levels during ROH as set by the Operational Planning Committee crewmembers who have not completed full tours already, and therefore are not eligible or funded travel, may still be allowed to remain assigned to the ship while on ships leave. Any crewmember unwilling to remain attached to the ship in that status should be referred to the appropriate Marine Placement Specialist for ship-to-ship transfer.

(8) Cash settlements are authorized for departure and return travel from/to CONUS ships. For CONUS actions, POV expenses will be considered for travel cost constructive to government air travel to the respective CSU.

(9) In accordance with current travel regulations, travel orders must be completed for all OCONUS funded travel for ship's leave.

(10) As necessary, the ship will complete travel orders and will assist the CIVMAR with travel arrangements for both departure and return travel. Since the ship remains the CIVMAR's official place of duty, those on SFL are not eligible to report to the CSU or for lodging in MSC contract hotels. The ship may provide 100% advance of constructive cost or airline ticket. Cash advance may include \$20.00 each way for taxi to and from the airports.

(11) If travel orders are issued, CIVMARS must present receipts for all expenses except subsistence. Receipts are required specifically for rail, airline or other transportation tickets purchased, taxi fares, lodging and authorized excess baggage. Reimbursements will not exceed entitlements as indicated on orders.

(12) If travel orders are issued, CIVMARS must submit travel claim within 10 days of completion of travel. Additional guidance for CIVMAR travel is contained in reference (a).

4. The points of contact for any questions are the Marine Placement Specialists.



PHYLLIS B. SPANO

Distribution: (MSFSCINST 5216.1)
List I and II

Date:

From:

To: Master, USNS

Subj: REQUEST FOR FUNDED TRAVEL FOR SHIP'S LEAVE

1. I respectfully request "Funded Travel for Ship's Leave" subject to the following conditions:

- a. That I must have completed a full tour on or before my departure date from the ship.
- b. That I will be departing the local area for home.
- c. That I agree to complete a new tour of duty effective on the day after my return from leave.
- d. That the funding for travel (round trip) provided me shall not exceed transportation from port of departure to the Customer Service Unit and return, cost constructive to the government rate commercial air fare in place at the time of departure. Any additional expenses incurred as a result of change in ship's itinerary will be my own personal responsibility.
- e. That failure to complete a new tour of duty (as stipulated above) will result in collection of previously issued travel funding, in full.
- f. That I will be responsible for maintaining contact with MSC, or Navy shore side facilities, in connection with ship's schedule and my port of re-joining.
- g. That failure to rejoin ship at the expiration of my leave period will place me in an unauthorized absence status and may subject me to disciplinary action.

2. I have read, understand and agree to comply with the instructions and stipulations as stated above.

Employee's Signature/Date

Date

Emergency Contact Information:

Name: _____

Address: _____

Phone: _____

Enclosure (1)