



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12311.2C  
N13  
15 May 2002

COMSC INSTRUCTION 12311.2C

Subj: COLLATERAL DUTY APPOINTMENT LIST

Encl: (1) Collateral Duty Appointment List (MSC 12311/1)

1. Purpose. To prescribe the use of subject form.
2. Cancellation. COMSCINST 12311.2B.
3. Applicability. This instruction is applicable to all ships manned by civil service marine (CIVMAR) personnel.
4. Background. Enclosure (1) was developed to reduce the number of individual appointment letters assigning collateral duties to CIVMAR personnel.
5. Action
  - a. Enclosure (1) will be used when assigning collateral duties to ship's personnel and will be prepared in duplicate. The original will be posted on the ship's bulletin board so that appointees and other embarked personnel will be aware of collateral duty assignments. The duplicate will be retained in the ship's office and will be initialed by each appointee to acknowledge his/her appointment and that he/she is familiar with regulations covering the assigned duties.
  - b. Pen and ink changes may be made on the form when an appointee is relieved of a collateral duty, when a directive authority is changed or when new directives require establishment or deletion of a collateral duty.
  - c. Enclosure (1) may also be used by staff offices of MSC Area Commands having cognizance over a particular collateral duty.

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6. Forms. An electronic version of MSC 12311/1 is available on the MSC Intranet. Other addressees may obtain the electronic version on the MSC CD Library or by forwarding a request to [cheryl.miller@msc.navy.mil](mailto:cheryl.miller@msc.navy.mil) or [nancy.barr@msc.navy.mil](mailto:nancy.barr@msc.navy.mil).

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JOHN B. STROTT

Chief of Staff

Distribution:

COMSCINST 5215.5

List I (Case A, B)

SNDL 41B (MSC Area Commanders)

T-100 (Masters, civil service manned ships)

T-107 (Masters, civil service manned Fast Combat Support Ships)

**COLLATERAL DUTY APPOINTMENT LIST**

NAME OF SHIP:		DATE:	
COLLATERAL DUTY TITLE & AUTHORITY	NAME OF APPOINTEE	CHANGE IN APPOINTEE	POSITION
PUBLIC AFFAIRS OFFICER (SECNAVINST 5720.44A)			
CLASSIFIED MATERIAL OFFICER (SECNAVINSTs 5510.30A & 5510.36)			
CONTROLLED SUBSTANCES INVENTORY BOARD (NAVMED P117 CHAPTER 21)			
SURFACE RESCUE SWIMMER (COMSCINST 3130.2)			
MEDICAL DEPARTMENT REPRESENTATIVE (COMSCINST 6000.1)			
SHIPS MAIL ORDERLY (COMSCINST 3120.2)			
LAY LEADER (COMSCINSTs 1730.4A & 5390.2)			
SHIPBOARD MANAGEMENT SYSTEM (SMIS) LOCAL AREA NETWORK (LAN) ADMINISTRATOR (COMSCINST 2000.2)			
EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR (COMSCINST 12720.2)			
SAFETY OFFICER (COMSCINST 5100.17)			
DAMAGE CONTROL OFFICER (COMSCINST 3541.5)			
CHEMICAL BIOLOGICAL RADIOLOGICAL DEFENSE OFFICER (COMSCINST 3541.5)			
TRAINING OFFICER (CMPI 410.2-3b)			
FOOD SANITATION OFFICER (CMPI 410.2-3g)			
CASH VERIFICATION BOARD (QUARTERLY) (NAVCOMPT MANUAL, VOL. 4 APP C & COMSCINST 3120.2, PARA 2-5-8)			
COLLECTION SITE COORDINATOR (CMPI 792)			
SPECIAL SERVICES OFFICER (COMSCINST 4000.2)			

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COLLATERAL DUTY TITLE & AUTHORITY	NAME OF APPOINTEE	CHANGE IN APPOINTEE	POSITION
MOVIE OFFICER (COMSCINST 4000.2)			
EXCHANGE LOCATION OPERATOR (COMSCINST 4000.2)			
DISINTERESTED SUBSISTENCE INVENTORY OFFICER (QUARTERLY) (COMSCINST 4000.2)			
DISINTERESTED INVENTORY OFFICER (EXCHANGE LOCATION END OF VOYAGE RETURNS FROM OUTPORTS) (COMSCINST 4000.2)			
LIFEBOAT & ASSISTANT TRAINING OFFICER (COMSCINST 12410.1)			
ASSISTANT SAFETY OFFICER FOR NAVOSH (COMSCINST 5100.17)			
AUTOMATED INFORMATION SECURITY OFFICER (COMSCINST 5239.3)			
CEAP CONTACT AND REFERRAL COUNSELOR (CMPI 792)			
ELECTRICAL SAFETY OFFICER (OPNAVINST 5100.19 & COMSCINST 5100.17)			
OPERATIONAL SECURITY OFFICER (COMSCINST 3070.1)			
HAZARDOUS MATERIAL COORDINATOR (COMSCINST 5100.17)			
EKMS LOCAL ELEMENT (LE) PRIMARY AND ALTERNATE LE HOLDERS (COMSCINST 2000.2)			
PHYSICAL SECURITY OFFICER (COMSCINST 5530.3)			
WEAPONS CONTROL OFFICER (OPNAVINST 5530.13)			
ALL APPOINTEES INDICATED ABOVE ARE TO ASSUME THEIR INDICATED COLLATERAL DUTIES THIS DATE USING THE AUTHORITY GUIDE.			
FORWARD COPY OF THIS FORM TO APPROPRIATE STAFF OFFICE WHEN DESIGNATING A NEW SPECIAL SERVICES OFFICER OR EXCHANGE LOCATION OPERATOR.	SIGNATURE (MASTER):		