

COMSCINST 12410.11L	COG CODE N13	DATE 8 JUN 1993
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 12410.11L
N14
8 June 1993

COMSC INSTRUCTION 12410.11L

Subj: UPGRADE TRAINING FOR CIVILIAN MARINE PERSONNEL

Ref: (a) CMPI 410
(b) CPI 410.5
(c) COMSCINST 12410.9L

Encl: (1) Statement of Understanding

1. Purpose. To provide guidance on the Upgrade Training Program which enables civilian marine (*CIVMAR*) personnel to qualify for higher unlicensed ratings and for original and raise-in-grade of officers licenses.
2. Cancellation. COMSC Instruction 12410.11K.
3. Scope. This instruction applies to *CIVMAR* personnel only.
4. Policy. It is COMSC policy to provide for career development of *CIVMAR* personnel to aid in advancement of all ratings in all departments, from Steward Department entry ratings to Supply Officer, wiper to assistant engineers and Chief Engineer, ordinary seaman to deck officers and Master. This policy will be achieved through tuition assistance, Subsistence and Quarters (*S&Q*) allowances where authorized and excused absence upon successful completion of U.S. Coast Guard (*USCG*) examinations. Area Commanders are delegated authority to approve tuition for training at non-government facilities, including maritime union schools. In upgrading to the most critical unlicensed and license shortage categories, Area Commanders may assign personnel employed in shipboard positions to training ashore in duty status with *S&Q* allowances for 8 weeks. The assignment may be extended by the Area Commanders if conditions warrant it.
5. Procedures
 - a. Applicants. *CIVMAR* personnel will be encouraged to apply for Upgrade Training Program benefits.

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(1) Deserving CIVMAR personnel will be given every opportunity and assistance possible in preparing them for career enhancement after they have shown indications that they have prepared themselves for the rigors of classroom instruction.

(2) Assignments to different type ships, where practicable, will be made in order for CIVMAR personnel to gain experience necessary for career enhancement.

b. Selection of Trainees. All CIVMAR personnel will be given fair consideration for upgrade training in accordance with the selection factors in reference (a), on the basis of merit and under procedures developed by the Area Commanders. The local marine promotion program may be used for this purpose.

c. Qualifications. In order for an employee to receive training at a non-government facility, paragraph 5h of reference (b) requires 1 year of current continuous service with MSC prior to initiation of that training. A waiver of this provision may be approved by the Area Commander when postponement of the training would be contrary to MSC crewing needs in view of the nature of the training (*i.e., short highly specialized courses, closely job-related and of immediate application*). Applicants must meet all USCG sea service and other requirements for license or documentation and MSC physical and other standards.

d. Area Command Assistance. CIVMAR personnel will be encouraged to prepare for upgrading to their highest potential through study aboard ship, including enrollment in correspondence and study courses from Navy, industry or private schools, use of ships' training libraries, assistance and coaching by ships' officers or Damage Control Officers (*DCO*) and on-the-job shipboard training in accordance with reference (a). The Area Command Training Division will assist ships' personnel by providing shipboard study guides, information on recognized schools, counseling on qualification requirements and study material and assistance in enrolling in upgrade training ashore and/or correspondence study courses afloat.

e. Benefits

(1) Tuition Payment. Area Commanders will reimburse tuition for upgrade and job related courses, including training at maritime union schools, and for enrollment in correspondence or study courses, under the provision of reference (c) upon approval of attendance at and successful completion of the prescribed course of study. Evidence of successful completion must be documented by a certificate, USCG endorsement or license. Area Commanders may pay any tuition and registration fees directly to the vendor upon approving a mariner's request for such training.

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(2) Training in Pay Status. Upon approval of application, CIVMAR personnel will coordinate with the Area Command Training Division for enrollment at an authorized facility. Assignment will be made at the individual's permanent base pay rate.

(3) Subsistence and Quarters (S&Q) Allowance. Under the provision of CMPI 593.2-2, S&Q allowance under CMPI 593.4-2b is authorized while assigned to training ashore in pay status and USCG examinations when authorized by the Area Commanders.

(4) Excused Absence for USCG Examinations. Upon successful completion of the USCG examination and receipt of higher USCG endorsement or original, upgrade or extension of license, excused absence will be granted for the actual time involved in taking the USCG examination up to a maximum of 4 days.

f. Training Agreements. Trainees will execute the training agreement to continued MSC service required by references (a) and (b) and expanded below:

(1) Training in pay status. Upon assignment to an upgrade training course in duty status with S&Q allowance, the individual will sign a 1-year training agreement using the back of DD Form 1556 "*Request, Authorization, Agreement, Certification of Training and Reimbursement*."

(2) Upon issuance of license, the successful candidate will sign one of the following:

(a) If the individual had been assigned to a course in duty status with S&Q allowance, he will sign another training agreement for 1 year from date of license. This is to ensure that those who initially do not pass, return to sea, then take the reexamination to fulfill the intent of the continued service agreement and also receive any benefits due them.

(b) If the individual attended school on his own time and requests only tuition reimbursement and excused absence; the individual will sign a 3-month agreement from date of license.

(c) Personnel who self study and successfully pass the USCG examination are only authorized excused absence (*up to a maximum 4 days*) with S&Q. The individual will sign a 3-month continued service agreement from date of license.

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g. Reimbursement. If the trainee does not successfully complete a non-government course, he will reimburse tuition and associated fees to MSC. In order to protect the government's interest, applicants are to read and sign enclosure (1) in addition to completing a DD Form 1556. The statement is then to be retained as part of the individual's training record.

h. Reporting Requirements. The Area Command Training Division will provide a summary report quarterly, to COMSC as part of the Training Committee report. See reference (a) for format.

6. Report. The reporting requirements prescribed by this directive are exempt from report control in accordance with SECNAVINST 5214.2B.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

COMSCLANT (10)

COMSCPAC (10)

COMSCFE

MSCO Seattle

MSCU New Orleans

SNDL T-100 (Masters, civil service manned ships)

Copy to:

SNDL 41F

NCPC

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STATEMENT OF UNDERSTANDING

1. In discussion with _____ at MSCLANT (N16) or MSCPAC (N14) on _____, I understand the following:

a. I will faithfully attend the course _____ at _____ from _____ to _____.

b. I will attend all classes scheduled by the facility, and if I do not attend regularly, I will be dropped from the program and reimburse MSC the cost of tuition and may be subject to disciplinary action for AWOL.

c. In order to protect the interest of the Department of Defense and MSC, I understand that if I fail to complete the training course or do not receive a satisfactory grade in accordance with the standards of the institution, I will be required to reimburse the government for the cost of this training.

d. That I should maintain contact with MSCLANT (N16) or MSCPAC (N14) telephone number _____, if problems do arise.

e. That, as a result of attending this course, I have signed the Employee's Agreement to continue in service with MSCPAC/MSCLANT for 1 year upon completion of the course.

f. That I will not accept financial assistance from any source other than Military Sealift Command.

Signature of Employee

Director, Training Division

Date

Date