



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

REFER TO:

COMSCINST 12410.27E
N1
24 April 2002

COMSC INSTRUCTION 12410.27E

Subj: ROYAL FLEET AUXILIARY PERSONNEL EXCHANGE PROGRAM

Ref: (a) Memorandum of Understanding on the General Conditions which will apply to the Exchange of Civilian Personnel between the United States' Military Sealift Command and the United Kingdom's Royal Fleet Auxiliary of 23 Apr 02
(b) Joint Travel Regulations, Vol. II

1. Purpose. To implement the Commander, Military Sealift Command (COMSC) and Royal Fleet Auxiliary (RFA) Personnel Exchange Program and provide guidance for program administration as outlined in reference (a). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 12410.27D.

3. Background

a. The RFA, an organization within the British Ministry of Defence, operates a civilian manned fleet. Its primary mission is to supply warships of the Royal Navy (RN) at sea with fuel, food, stores and ammunition. It also provides aviation support, amphibious support, as well as secure transport for the British Army and their equipment. Missions of the RFA are directly related to the primary missions of MSC.

b. The RFA Personnel Exchange Program allows a meaningful exchange of ideas and knowledge between the two organizations. The program has been designed to be an interactive experience in which the participating personnel have the opportunity to develop increased knowledge and understanding of a different style of management. The program also provides a unique opportunity for participants to build on their own experience and knowledge, as well as to establish MSC/RFA lines of communication.

4. Scope. This program applies to civil service mariners (CIVMARs) and civilian staff members of COMSC and its subordinate commands.

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5. Program Elements

a. Position/Location of Assignment. MSC personnel will be assigned as the MSC Exchange Officer (MSC EO) to RFA Headquarters (RFA Bureau) in Portsmouth, UK or to the RFA Support Office-Warship Support Agency, RFA Support Integrated Projected Team (WSA RFAS IPT) in Abbetwood, Bristol, UK. The Commodore of the RFA will determine additional assignments, as needed. RFA personnel will be assigned as the RFA EO to COMSC in Washington, DC.

b. Assignment for MSC personnel. The assignment for MSC personnel will consist of the following:

(1) A tour of duty for 2 years.

(2) An authorized accompanied tour. Non-concurrent travel is authorized to accommodate personal needs. During the first few months of orientation, the MSC EO will travel frequently and may not be eligible to locate permanent quarters.

(3) An estimated date of orientation to the United Kingdom of approximately 15 July (the following year after RFA Personnel Exchange Program is announced) in order to provide a turnover period between the incoming and outgoing MSC EOs and to facilitate transition to the new duty station. An estimated date of commencement for the assignment is 1 August.

c. Passports. A United States passport for the MSC EO and their immediate family is necessary prior to any travel and/or execution of orders. Reference (b) defines immediate family as members of the individual's household at the time he/she reports for duty or performs other authorized/approved travel (i.e., spouse, children, dependent parents and dependent brothers and sisters). No-fee official (maroon) passports will be provided. Regular-fee tourist (blue) passports will not be provided at government expense.

d. Change of Station Orders

(1) CIVMARs will receive Temporary Change of Station (TCS) orders and remain administratively assigned to the Afloat Personnel Management Center (APMC) in Virginia Beach, VA for pay purposes (payment of overseas allowances and the salary of his/her permanent rating). The APMC will provide administrative support, as required.

(2) Civilian staff members under the General Schedule (GS) will receive Permanent Change of Station (PCS) orders, and requirements under reference (b) will apply. End strength will be adjusted to account for the assignment.

e. Benefits/Entitlements. The MSC EO will receive Overseas Living Quarters and Post Allowances as authorized by the Assistant Secretary of the Navy (Financial Management and Comptroller) and reference (b).

f. Clothing

(1) The MSC EO assigned at the RFA Bureau will be required to wear MSC uniforms, including Service Dress Blue with soft shoulder boards. A minimum of two sets of soft shoulder boards for the shirt, sweater, jumper and jacket are strongly recommended. Suitable business attire is required for non-mariner participants.

(2) Appropriate business attire may be acceptable for the MSC EO assigned to the RFA Support Office-WSA RFAS IPT; however, this may be subject to change.

(3) MSC uniforms will be worn, as appropriate, while visiting RFA vessels and Her Majesty (HM) naval bases. Mess dress uniforms will be worn for official RFA, RN and/or other functions as prescribed by the organization hosting the function. Suitable attire is required for non-mariner participants.

(4) While at sea, onboard RFA or RN ships, MSC coveralls are not authorized as they are generally not fire retardant or 100% cotton as required by British Safety regulations. Authorized fire retardant long sleeve coveralls may be available through the RFA. Safety shoes, hard hats and safety glasses are required. Appropriate uniforms and/or attire, as specified by the ship's Captain, are worn for meals and other officer mess functions.

g. Underway Replenishment Operations and Procedures. The MSC EO, if unfamiliar with Underway Replenishment (UNREP), will be sent Temporary Duty (TDY) for a minimum of 1 week to an UNREP ship in the Norfolk, VA or San Diego, CA area to observe UNREP operations and procedures. Naval Warfare Publications (NWP) 4-01.4 (Underway Replenishment) and NWP 3-04.1M/MCWP 3-24.1 (Shipboard Helicopter Procedures for Air-Capable Ships), as well as Allied Tactical Publication (ATP) 16(C) (Replenishment At Sea), will be made available by the APMC to the MSC EO as resource material. The MSC EO should have good knowledge of UNREP in the Carrier Battle Group (CVBG) operations environment.

h. Orientation Briefing. The MSC EO will receive an orientation briefing (1-2 days) coordinated by the Director, Maritime Forces, Manpower and Management Directorate (N1) at COMSC, Washington, DC and have the opportunity to meet the current RFA EO, Commander and Deputy Commander of MSC and Naval Fleet Auxiliary Force Program Manager (PM1).

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i. Debrief. Upon completion of the RFA assignment, CIVMARs will be assigned to COMSC, Washington, DC for a debrief (no more than 2 weeks) and update on MSC procedures after which they will be sent to the APMC for an afloat assignment. GS participants will also be assigned to COMSC, Washington, DC for a debrief (no more than 2 weeks) and update on MSC procedures after which they will be returned to a position based on their return rights agreement signed prior to departure from Continental United States (CONUS).

6. Eligibility Requirements. MSC personnel desiring to participate in the RFA Exchange Personnel Program must:

a. Have at least 5 years continuous service with MSC. This requirement is to ensure that the individual is familiar with MSC operations, regulations and requirements.

b. Be a licensed CIVMAR officer (Master, First Officer, Chief Engineer or First Assistant Engineer) or civilian staff member in grade levels GS-13 through GS-15.

c. Possess a SECRET clearance.

d. Meet conformance with MSC medical standards.

7. Nomination Procedures

a. Nominations for CIVMARs are to be submitted to the APMC. The APMC will receive, rank and forward all CIVMAR nomination packages to COMSC N1. Nominations for GS participants are to be submitted via the respective chain of command and forwarded to COMSC N1. All nominations are to be submitted and forwarded to appropriate personnel by the application deadlines established in the program announcement.

b. Nomination packages must include the following:

(1) Work experience

(2) Education/Licenses/Endorsements

(3) Awards

(4) Personal achievements

(5) Membership in professional organizations

(6) An endorsement from Master, APMC Director, Program Manager or Area Commander (as appropriate) addressing the applicant's ability to meet and work with all levels of management. The individual selected must be capable of representing MSC with diplomacy and be highly motivated for such duty. The endorsement must also address the applicant's:

- (a) Management potential
- (b) Technical expertise
- (c) Ability to communicate orally and in writing
- (d) Recommendation of approval or disapproval
- (e) Ranking priority (if more than one individual applies for the program)

8. RFA Personnel

a. Assignment of the RFA EO will be to a position at COMSC, Washington, DC. An individual training plan will be developed by the host organization, assisted by COMSC N1, utilizing the participant's knowledge, experience or any special request(s) from RFA. The training plan will include orientation at MSC field offices and ship visits (as appropriate).

b. All travel orders and coordination with other activities will be accomplished by the host organization/code.

c. The current RFA EO, in coordination with the British Defence Staff, British Embassy, Washington, DC will assist in obtaining the incoming RFA EO's security clearance.

9. Action

a. On or about 1 October (odd numbered years), COMSC N1 and the APMC will publish basic information regarding subject program to CIVMARs and civilian staff members.

b. All nomination packages are to be forwarded to COMSC N1 to arrive by the application deadline established in the program announcement (usually 1 January of the year following program announcement).

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c. Nominations will be reviewed and ranked by a selection panel, chaired by COMSC N1. The selection panel will review all applications and rank the top three candidates. Prior to final selection, an interview may be requested at COMSC, Washington, DC. COMSC will make a final selection on or about 1 February.

d. Upon selection by COMSC, COMSC N1 will notify all applicants of the decision.

e. Point of Contact (POC) for overall coordination of this program is COMSC N1. COMSC N1 will coordinate with PM1 and N7 on professional issues for inclusion in program announcement to the fleet-requesting applicants. The APMC shall appoint a local POC.

f. The APMC will review all CIVMAR TCS orders and travel documents to ensure appropriate funding oversight.

g. The MSC EO will maintain a daily log of their activities and forward biannual reports summarizing these activities as well as other items of interest to the Director, Maritime Forces, Manpower and Management Directorate (N1).

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Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

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41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)

T-100 (Masters, civil service manned ships)

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