

COMSCINST 3500.7B	COG CODE PM5	DATE 26 DEC 91
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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 3500.7B
N31
26 December 1991

COMSC INSTRUCTION 3500.7B

Subj: ASSIGNMENT TO AFLOAT PREPOSITIONING FORCE AT DIEGO GARCIA

Ref: (a) CTG 73.7.3 OORDER 201 (*NOTAL*)
(b) COMSCINST 3121.9 (*NOTAL*)
(c) COMSCINST 4470.1 (*NOTAL*)
(d) COMSCINST 6000.1B (*NOTAL*)

1. Purpose. To summarize the policy and essential operational requirements contained in references (a) through (c), and to provide information for Masters, operators, and contractors concerning the employment of Afloat Prepositioning Force (*APF*) ships stationed at Diego Garcia. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 3500.7A.

3. Background. The Near Term Prepositioning Force (*NTPF*) was originally established to increase inter-theater mobility of the U.S. Central Command (*USCENTCOM*). *USCENTCOM* consists of forces from all armed services which are designated for rapid deployment from all armed services which are designated for rapid deployment to its area of responsibility in Southwest Asia (*SWA*) area. Originally, the *NTPF* consisted of seven ships; it was expanded in 1981, 1982, and 1983 to a maximum of 17 ships. Some *NTPF* ships subsequently were stationed in the Pacific Ocean and Mediterranean Sea. Prepositioning ships are loaded with tactical equipment and supplies to support the deployment of military forces to a contingency area when directed by the National Command Authority. Commander, Maritime Prepositioning Ship Squadron Two (*COMPSRON TWO*) assumed command of the *APF* ships stationed at Diego Garcia on 2 November 1985. On 1 January 1986, the *NTPF* was renamed as the Navy's Afloat Prepositioning Force which now consists of 12 former *NTPF* ships, redesignated Prepositioning (*PREPO*) ships, and 13 Maritime Prepositioning Ships (*MPSs*) that are designed to support three U.S. Marine Corps, Marine Expeditionary Brigades (*MEB*). *MPS* are organized into three squadrons (*MPSRON*) each under the command of a Navy

26 December 1991

Captain. MPS Squadrons are deployed to the Atlantic, Indian Ocean (*Diego Garcia*), and Pacific Ocean (*Guam/Saipan*). MPSRON TWO is the only squadron comprised of both MPS and PREPO ships. MPSs are designed to support global contingencies. MPS and PREPO ships are assigned three primary mission areas of:

- a. Strategic Sealift
- b. Mobility
- c. Command and Communications

4. Scope. Details on APF operations, command and control, communication, and logistics are contained in reference (a). This directive is intended to provide unclassified information for use by ship operators/Masters, contracting and logistics personnel, and others involved in APF ship management for ships assigned to Diego Garcia.

5. General. Ships assigned to the APF at Diego Garcia are under the operational control of Commander, Task Unit Seven Three Point Seven Point Two (*CTU 73.7.2*), whose administrative title is COMPSRON TWO. CTU 73.7.2 reports to Commander, Task Group Seven Three Point Seven (*CTG 73.7*) for operational matters. CTG 73.7 is administratively titled Commander, Military Sealift Command, Far East (*COMSCFE*). For all matters that are the responsibility of a type commander, COMPSRON TWO reports via COMSCFE, located in Yokohama, JA, to Commander, Military Sealift Command (*COMSC*). In addition, COMPSRON TWO interfaces with Commander, Military Sealift Command, Pacific (*COMSCPAC*) and Commander, Military Sealift Command, Atlantic (*COMSCLANT*) for crew repatriation and civil service mariner manning matters.

- a. COMPSRON TWO/CTU 73.7.2 is a Navy Captain whose naval and civilian staff is embarked on a command-configured MPS flagship. COMPSRON TWO is responsible for exercising tactical control and providing logistic support to ensure that the ships and staff are maintained in an optimum state of operational readiness and fully capable of responding to contingencies.

- b. Ships in the APF are manned by civilian mariner crews (*employees of ship's operators*).

- c. COMPSRON TWO serves as MSC Contracting Officer in order to authorize ships' Masters to perform certain actions specified in their contracts.

26 December 1991

d. Additionally, embarked on MPS is a civilian contractor cargo maintenance team employed by U.S. Marine Corps (*USMC*). The work of the maintenance team is monitored by a USMC Contracting Officer's Technical Representative (*COTR*) who is assigned to the COMPSRON TWO staff. The COTR reports to the Marine Corps Blount Island Command (*BIC*) at Jacksonville, FL.

6. Operations. The principal operating base for MPSRON TWO is Diego Garcia which is the southernmost island of Chagos Archipelago within the British Indian Ocean Territory (*BIOT*). The island presently serves as logistics support base, communications station, airfield, and harbor for U.S. forces. The harbor is a large lagoon formed by an atoll. Ships anchor in the Diego Garcia lagoon at anchorages assigned by COMPSRON TWO using DMA Chart #61611.

a. Pilot and tugs are available at Diego Garcia. The port may be entered or exited only during daylight hours. However, due to readiness requirements, each Master is trained to make night departures from the port. When assignment of a ship to the APF is confirmed, Military Sealift Command Headquarters (*MSCHQS*) (*N36*) orders a special allowance of navigation charts and publications from the Defense Mapping Agency (*DMA*) for that ship. Materials are mailed or shipped by DMA as soon as an order is received. If insufficient leadtime exists for delivery of all material prior to a ship's departure for Diego Garcia, partial delivery is made to the ship while in CONUS, then the balance is mailed to the ship at Diego Garcia. Special arrangements must be made for specific navigational materials such as approach charts which are to be delivered prior to the ship's departure.

b. Ships of MPSRON TWO can expect to be underway approximately 25 percent of the time. Underway operations will be directed by CTU 73.7.2 (*COMPSRON TWO*) by sailing orders (*SAILORD*) or weekly operation schedules (*OPSKED*). Underway periods include independent operations as well as convoys (*formation maneuvering*) during at least one 3- to 5-day period per month. Convoy operations are conducted in accordance with reference (a) and tactical publications provided by COMPSRON TWO.

7. Communications/Reports

a. Weekly Unit Readiness Report. A Weekly Unit Readiness Report will be submitted by each ship's Master to COMPSRON TWO. Ship status will be reported to include fuel onboard, lube oil onboard, fresh water onboard, outstanding material inspection deficiencies, corrected material inspection deficiencies, self-observed cargo handling equipment operational tests and discrepancies noted, major equipment

26 December 1991

operational tests and outstanding casualty reports (*CASREPs*), *CASREPs* corrected during the week, key personnel changes, supply status, cargo environment system status, reefer boxes/vans status, and any amplifying remarks. The Weekly Unit Readiness Report will be submitted in a format specified by COMPSRON TWO.

b. CASREPs. *CASREPs* will be submitted to MPSRON TWO by ships' Masters in accordance with reference (b), chapter 2, section 11.

c. Turnover File. COMPSRON TWO provides each ship's Master with a file containing APF policy guidance and procedures. Each Master must become familiar with its contents as soon as possible after assuming his duties.

8. Readiness/Maintenance. Underway operations demonstrate the readiness of APF ships. In addition to normal underway operations, periodic informal material inspections and cargo equipment demonstrations are routinely scheduled and observed by COMPSRON TWO while inport. The readiness, fuel, personnel and material status of MPS/PREPO ships is reported by each ship after arrival at Diego Garcia.

a. Emergent Casualties. If a casualty occurs which impacts a ship's basic capability to get underway, steam at warranted speed or conduct cargo operations, the Master must notify COMPSRON TWO immediately (*usually by VHF radio*), then deliver a *CASREP* to COMPSRON TWO by the most expeditious means.

b. Preventive Maintenance. All Masters are encouraged to use preventive maintenance to correct developing material discrepancies before a serious equipment casualty occurs. Masters of ships requiring preventive maintenance which impinges upon operational readiness, especially mobility, shall advise COMPSRON TWO prior to taking that equipment off line and out of commission. Any maintenance/repairs which degrade a ship's readiness and require longer than 12 hours to accomplish will have approval of COMPSRON TWO prior to undertaking the maintenance. COMPSRON TWO may alter schedules to accommodate elective maintenance or direct its accomplishment during a period without conflict with operations. All Masters shall report when major maintenance actions are performed. COMPSRON TWO shall ensure that preventative maintenance programs are not misused by ship officer to disguise casualties that might otherwise result in a vessel off-hire recommendation. COMPSRON TWO shall promptly advise the Master, and the administrative chain of command, if an equipment degradation will result in an off-hire recommendation.

9. Inspections/Trials. Due to the unique nature of APF operations and remote location, certain special inspections, tests and trials are performed on APF ships to ensure their continuing readiness.

a. Underwater Hull Inspections. Because marine growth can be especially rapid while on station at Diego Garcia, ship operators are required to monitor closely the conditions of APF ship hulls and report the hull's condition to COMPSRON TWO. The Staff Engineering Officer will coordinate with Naval Support Facility Diego Garcia for periodic underwater hull inspections. A written report with photographs will be submitted to COMSC (N7) via COMSCFE.

b. Slip Tests. In conjunction with the underwater hull inspections, slippage tests will be scheduled by the Staff Engineering Officer to determine adverse changes in engine efficiency. Slip tests will be scheduled in the weekly underway operations schedule for various speeds. The results of these slip tests will be reported by memorandum to the Staff Engineering Officer and will include at a minimum the navigation miles observed, engine miles observed, percentage of slip, fuel consumption in barrels per mile and fuel consumption in barrels per day. Each slip test will be of 12 hours duration, 6 hours on one leg and 6 hours on the reverse leg. Slip tests will be graphed over the entire spectrum of speeds obtained to produce speed and fuel consumption curves. These graphs will be prepared by the Staff Engineering Officer and submitted for review to COMPSRON TWO.

c. Full-power Trials. Regular full-power trials are necessary for planning convoy steaming limitations and for monitoring the condition of the individual engineering plants. The Staff Engineering Officer will schedule quarterly full-power trials in the weekly underway operations schedule for all ships. The results of these full-power trials will be reported to the Staff Engineering Officer by memorandum or message and will include, as a minimum, the average maximum engine RPM, average maximum speed over the ground, fuel consumption in barrels per observed mile, estimated current, forward and after drafts, apparent wind direction and speed per leg, sea conditions and auxiliary equipment on the line. Each full-power trial will be of 4 hours duration, i.e., 2 hours on one leg and 2 hours on the reverse leg. The Staff Engineering Officer will graph the results of these full-power trials in conjunction with the slip tests to establish consolidated speed and fuel consumption curves which will then be submitted for review to MSCHQS (N7).

d. Cargo Handling Equipment Operational Tests. The vital importance of cargo handling and cargo access equipment for the accomplishment of the APF mission requires a regular schedule of tests and inspections. Each ship will perform self-observed cargo handling equipment operational tests on a monthly basis. The MPSRON staff will observe a cargo handling equipment operational test during semi-annual informal material inspections.

26 December 1991

e. Cargo Environment Status. With the exception of the tankers, all APF ships have their cargo protected by environmental control systems which are contractually warranted to maintain specific humidity/temperature parameters. Any prolonged malfunction in the dehumidification systems would very likely lead to damage to cargo carried onboard. All ships having cargo environment control systems will report equipment status and environmental readings as required by contract and will be inspected semi-annually during a cargo readiness inspection. Results will be forwarded to COMSC with a copy to COMSCFE.

f. Cargo Reefer Boxes/Reefer Vans Status. PREPO ships carrying cargo in reefer boxes/vans are contractually warranted to maintain temperature levels. As with the dehumidification systems, any prolonged malfunction in the refrigeration systems will lead to damage to cargo carried onboard. All ships having cargo reefer boxes/vans must report equipment status and high, low and mean weekly temperature readings registered in the Weekly Unit Readiness Report.

10. Logistic Support. Logistic support for APF ships is based on the following principles:

a. Supplies. When supplies/materials are shipped to an APF ship by the parent company, it is essential that the company provide shipping information to a government contracted freight forwarder in order to monitor/track materials in transit, and to ensure timely delivery once materials arrive at Diego Garcia. The procedures to be followed by the company are specified in reference (c).

(1) Surface shipments. While a ship is at Diego Garcia, the contractor will be able to routinely ship general and consumable supplies for onward movement to the ship. The Government will provide surface transportation (*FOB*) of supplies, repair parts and dry stores from the normal loading ports of Oakland, CA and/or Subic Bay, RP. No refrigerated shipments will be made from CONUS.

(2) Air shipments

(a) While a ship is at Diego Garcia, repair parts required to correct casualties in its primary mission areas (*such as, breakdowns affecting the vessel's basic capabilities*) and/or supplies necessary to prevent a casualty or required for immediate use will be air shipped by the government from Travis AFB CA (*or other airport of embarkation (APOE)*). Air shipments require prior authorization from MSCHQS Logistics Director (N4). COMSCFE Yokohama (N4) authorizes air shipments from the Far East area. Requests for authorization must include a description of the materials, reason it must be air shipped, number of pieces, total volume of shipment in cubic feet and total weight in pounds. The company (*shipper*) will construct Transportation Control Numbers (*TCNs*). Detailed shipping instructions are contained in reference (c).

26 December 1991

(b) The method of government transportation of supplies described above will be determined by the Contracting Officer. Transportation will normally be on government owned or chartered vessels or aircraft. The Contracting Officer may authorize a ship's owner/operator to transport any materials commercially with government reimbursement of freight costs.

b. Supply Levels. All PREPO ships are required to maintain the following level of fuel, general resupply items, provisions and spare parts in order to be operationally ready to carry out the mission of the APF:

(1) Fuel to steam 5,000 nautical miles at contract warranted speed after 60 days normal operations on-station

(2) 90-day supply of lube oil

(3) 90-day supply of dry stores (*general resupply items*)

(4) 45-day supply of subsistence provisions both freeze and chill stores

(5) An adequate supply of spare parts to handle anticipated maintenance and repair requirements for a 6 month period

c. Mail Routing. Ship permanently assigned to the APF will have a Fleet Post Office and special zip codes assigned by MSCHQS (*N0021*). APF ships must transmit mail routing messages in accordance with reference (b) to ensure all mail is properly routed to Diego Garcia. Mail delivery time averages 10 days in each direction to and from CONUS.

d. Ship's Laundry. APF ships can arrange for institutional laundry to be washed ashore weekly. Details are available from the COMPSRON TWO Staff Supply Officer.

e. Garbage/Trash Disposal. Dumping of trash or garbage into Diego Garcia lagoon is prohibited. While inport garbage/trash will normally be held onboard for disposal in government provided dumpsters which are serviced weekly inport.

f. Bunkering. Inport refueling of bunkers for APF ships in Diego Garcia occurs approximately every 2 months. Intermediate Fuel Oil (*IFO*) 180 to 380 CST is provided. Ships requiring DFM (*NATO Symbol F-76*) may be accomplished via barge or ship. In order to accurately forecast the refueling requirements for all APF units, the COMPSRON TWO Staff Engineering Officer shall monitor, on a weekly basis, fuel

26 December 1991

consumption and fuel remaining onboard. Fuel consumption figures for various speeds shall also be maintained to fine tune and project the amount of fuel which the refueling tanker must bring to top off all ships during INREP/UNREP. Accuracy in reporting figures is paramount.

11. Ship Repairs. Ship repair capability is very limited at Diego Garcia. The base, Naval Support Facility (NSF) Diego Garcia, does not stock or manufacture commercial spare parts. The COMPSRON TWO Staff Engineering Officer will coordinate with NSF to order any repairs requested. The ship operators are billed directly.

12. Personnel

a. Transportation of personnel. In general, the government is responsible for transporting civilian mariners from CONUS airports to a port at which they can join APF ships, and is also responsible for repatriation of crewmembers to CONUS upon expiration of contract. MSC policy is that mariners will use government-provided repatriation flights as primary transportation to/from Diego Garcia. Use of other flights for mariner transport is considered abnormal and will be requested and approved in advance, in writing by an MSC Contracting Officer. Normal repatriation is considered as follows:

(1) When an APF ship is stationed in a port served by scheduled commercial airlines, such air transport will be arranged by the ship operator.

(2) When a ship is at Diego Garcia, the government will provide air transportation from airports in the New York/Philadelphia region at 60-day intervals for a partial crew rotation. Partial rotation is limited to one-half of crewmembers on 4-month articles. Transportation costs start at the origin and stop at the terminus of the repatriation flight.

(3) If a PREPO ship is off-station (*at MSC direction*) during a scheduled repatriation flight, MSC will arrange for (*or reimburse for*) repatriations of departing crewmembers only to the closest CONUS APOD as designated by the government.

Reasonable transportation costs for the partial rotation of the ship's crew will be for the account of the government. For PREPO ships, such costs start at origin and stop at terminus of each repatriation flight. MPS charters provide for reimbursement to contractors for crew travel and repatriation costs to inland destinations. Individual ship charters must be checked to confirm specific contractual wording.

26 December 1991

b. Abnormal Repatriations. All other forms of transportation for repatriation are considered abnormal. The government will provide emergency transportation for abnormal repatriation only between ship's port of anchorage and closest U.S. facility. All repatriation costs necessitated by employee termination are for the account of Contractor, and will either be paid directly by the Contractor or provided by the government on a reimbursable basis. The government will assist mariners in medical emergency situations from emergency repats are recoverable. Abnormal repatriations will be booked to other air transportation in the following order of precedence: space-available on MAC channel flights, MAC Category A or B flights, coach class commercial flights. Judicious use of other available flights must be considered since MSC may pay additional costs for MPS crewmembers' travel time.

c. Flight accounting procedures. In order to properly identify costs associated with repatriations, all MSC commands issuing travel documents (*such as MAC MTA or MSC ITO*) used to direct mariner transport will contain appropriate accounting data direct mariner transport will contain appropriate accounting data with distinct cost codes for each type of travel as follows:

(1) For normal repatriation of contact mariners: cite GLA 5229 for PREPO or GLA 5238 for MPS, use Subcode 801, plus ship's UIC.

(2) For abnormal repatriation of contract mariners: cite GLA 5229 for PREPO or GLA 5238 for MPS, use Subcode RMB, plus ship's UIC.

Costs paid at Area Commands will be intervouchered to MSCHQS using normal reporting procedures and citing the above 12-digit cost codes.

d. Other required personnel travel. MSC will continue to arrange travel (*and/or reimburse costs*) for equipment technical representatives who are required to repair/maintain equipment and for port captains/engineers to attend APF ships annually or other support personnel who are required by the government.

e. Medical Requirements. Contractors will comply with all requirements of reference (d) regarding crewmember medical qualifications. Contractors will screen all crewmembers to ensure their suitability for isolated duty. All repatriation costs for medically unqualified mariners (*i.e., not fit for duty, whether the result of inadequate or improper screening by the contractor or not*) shall be solely for the account of the contractor. All MSC commands making arrangements for mariners' transportation to DGAR will check for proper documentation as required by reference (d). MSCHQS Contracting Officer's decisions (*based on the Medical Director's advice*) as to adequacy of such screening shall be final.

26 December 1991

f. Personnel Status. In order to monitor the experience level of all personnel involved with the APF organization, changes in key personnel will be reported as they occur to COMPSRON TWO. These changes will include the full name of the mariner and their position aboard ship. Any personnel changes affecting the readiness shall also be promptly reported. Those personnel qualified in CBR-D and small arms will be reported.

g. Clubs. Crewmembers are authorized patrons of most Navy facilities ashore commensurate with their license/rating. The United Seaman's Service also operates a club at Diego Garcia.

h. Banking. COMPSRON TWO Staff Purser is authorized to cash company checks if the company makes prior arrangements through MSCHQS (N82) Washington, DC. American Express, IBC, offers full banking services through a branch office on the island.

i. Crew discipline. Diego Garcia is a part of the British Indian Ocean territories (*BIOT*). Consequently, all criminal conduct by U.S. civilians on the island or in the lagoon is subject to BIOT jurisdiction. A Royal Navy Liaison Officer (*RNLO*) is commissioned as Justice of the Peace for legal matters at the misdemeanor level. Many crimes of violence are offenses against United States law when committed aboard a U.S. flag ship outside U.S. territorial jurisdiction of the fifty states. Whether it is appropriate to refer such offenses to the most convenient U.S. District Attorney will be considered in appropriate cases. (*See Title 18 United States Code section 7.*)

13. Customs/Consular Information

a. COMPSRON TWO discharges those consular duties relating to members of the U.S. Merchant Marine in accordance with the provisions of Title 10, U.S. Code 5948 and U.S. Navy Regulations.

b. As Diego Garcia is a foreign territory, passports are required by all civilian personnel. Upon arrival of a ship at Diego Garcia for APF duty, a Royal Navy Liaison Office (*RNLO*) boards the ship for a customs and immigration inspection. Each ship's Master is required to submit an up-to-date crew list to the RNLO and COMPSRON TWO. Crew lists will not be provided to foreign stamping. Passports are returned to crewmembers only when they are repatriated or when their ship is relieved from APF service. It is required that ships' Masters ensure that all crewmembers are in possession of a valid passport prior to arrival. Current BIOT policy is to prohibit shore leave to

26 December 1991

personnel who do not possess a passport. Ships' Masters must advise the RNLO promptly if any third country nationals (*i.e., not U.S. or U.K. citizens*) are onboard or assigned to his ship. COMPSRON TWO will advise COMSC, Washington, DC, if the RNLO objects to third country national onboard an APF ship.

c. Customs inspections are also conducted at Diego Garcia airfield passenger terminal for both inbound and outbound MAC passengers. In addition, customs inspections are conducted at the fleet landing on a random basis.

d. The following non-military items are prohibited on the island of Diego Garcia:

- (1) All fixed blade knives
- (2) Folding or lock blade knives with a blade in excess of 3 inches
- (3) Spearguns
- (4) Catapults
- (5) Diving knives
- (6) Firearms of any kind
- (7) Fireworks
- (8) Firecrackers or any other type of explosive offensive weapon
- (9) Afro combs with steel teeth

e. Prior to customs clearance, all personnel are advised of the prohibited items list and are given the opportunity to declare any such items they possess. Items declared are labeled and forwarded to appropriate authorities for safekeeping. Such items can be reclaimed upon departure from Diego Garcia. Items not declared will be confiscated by customs officials.

f. Importation of the following to Diego Garcia is banned:

- (1) Illegal drugs, including marijuana
- (2) Any drug-related paraphernalia
- (3) Clothing which bears any drug emblem

COMSCINST 3500.7B

26 December 1991

(4) Any literature which advocates or advertises the use or misuse of drugs

g. All medicines are carefully inspected for contraband and returned if legitimate. All medicines must correlate with listing of same in medical records.

Distribution:

SNDL 41B (MSC Area Commanders)

41C (MSC Subarea Commanders)

41K (MSCU Diego Garcia only)

41L2 (MPSRON PAC)

MPS/PREPO SHIP OPERATORS (listed in MSC REPORT 3110-10)

Copy to: (2 each)

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CNO (OP-42)

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COMSEVENTHFLT

CTF SEVEN THREE

COMNAVLOGPAC

COMNAVAIRPAC

CO, NAVSUPFAC DIEGO GARCIA

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NAVMTO NORFOLK VA

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