



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

REFER TO:

COMSCINST 5200.10  
N4  
12 January 2004

## COMSC INSTRUCTION 5200.10

Subj: EXCHANGE PRIVILEGES FOR CIVILIAN MARINERS

Ref: (a) DoD Instruction 1330.21 of 4 Feb 03, Armed Services Exchange Regulations

Encl: (1) Navy Exchange Service Command Information Bulletin 03-028 of 11 Jul 03

1. Purpose. To promulgate policy authorizing Military Sealift Command (MSC) civil service mariners (CIVMARs) to utilize military exchanges.
2. Applicability. This instruction applies only to CIVMARs stationed on MSC ships and not to mariners on contract-operated ships.
3. Discussion. MSC has engaged the Navy Exchange Service Command (NEXCOM) to formalize a policy allowing our CIVMARs to shop at exchanges in the United States (the 50 states and the District of Columbia) when assigned to an MSC ship. Traditionally, reference (a) has been read to allow unlimited shopping privileges at overseas exchanges for CIVMARs deployed on MSC ships. Subsequent interpretation of reference (a) supports allowing CIVMARS to exercise limited exchange privileges in the United States when stationed on MSC ships. This limited privilege in the United States extends to all military exchanges, i.e., the Navy Exchange (NEX), Army/Air Force Exchange System (AAFES), Marine Corps Exchange (MCX), and Coast Guard Exchange (CGX). Per enclosure (1), NEXCOM has advised Navy Exchange locations of this policy and has outlined the types of identification that will be accepted. NEXCOM has coordinated with AAFES, MCX, and CGX to ensure smooth implementation.
4. Action. Each ship shall establish a control system for the issuance of the DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card.
  - a. An officially recognized DD Form 2574 will be issued to CIVMARs when reporting to or assigned on MSC ships by the Purser and the Master will endorse as the Issuing Officer.

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(1) CIVMARs will be made aware of limitations and/or restrictions on purchases set forth in reference (a) when the privilege card is issued.

(2) When CIVMARs are on leave, travel, training, or otherwise not physically residing onboard a ship, or are permanently detached from a ship, or are terminated from employment by MSC, DD Form 2574 identification cards will be returned to the Purser as part of the routine check-out/transfer process.

b. The DD Form 2574 identification card will be given an expiration date of 1 year from date of issuance.

c. The DD Form 2574 identification card shall be presented by CIVMARs to exchange personnel before admittance.

d. CIVMARs not assigned to a ship will not be issued DD Form 2574 identification cards.

e. DD Form 2574 identification cards will not be issued to civilian/contractor ship riders.

#### 5. Conditions for Shopping at Exchanges

a. Under reference (a), paragraph E6.1.2, CIVMARs who reside on military installations (as public vessels of the United States, MSC ships are considered analogous to a military installation) within the United States are considered to be in Category 1 and authorized limited exchange privileges in the United States.

b. Restrictions to limited exchange privileges set forth in reference (a), which prohibit purchases of state tax-free tobacco items and uniforms, and restrict purchases of alcoholic beverages will be strictly enforced. Non-adherence to the restrictions will be grounds for disciplinary action and could result in the loss of this privilege for all CIVMARs. This privilege is not to be abused.

c. CIVMARs will continue to enjoy unlimited exchange privileges at overseas exchanges (outside of the 50 states and District of Columbia) when they are deployed on an MSC ship.

6. Point of Contact. The MSC point of contact for exchange issues is Mr. Richard Evans (COMSC N421), email [richard.evans@navy.mil](mailto:richard.evans@navy.mil), telephone: (202) 685-5402 – (DSN) 325-5402.

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7. Forms. Requests for DD Form 2574 identification cards may be forwarded to Mr. Jerald Harris (MSCPAC), via email [gerald.harris@navy.mil](mailto:gerald.harris@navy.mil) or telephone: (619) 553-2356.

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# INFORMATION BULLETIN

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**PASS TO: DISTRICT MANAGERS, GENERAL MANAGERS, BRANCH EXCHANGE MANAGERS, STORE MANAGERS, RETAIL OPERATIONS MANAGERS, SECURITY AND LOSS PREVENTION MANAGERS, CUSTOMER SERVICE SUPERVISORS, FRONT END SUPERVISORS, CASH CAGE SUPERVISOR, ACCOUNTING SUPERVISORS**

## **POLICY ON NEX SHOPPING PRIVILEGES FOR CIVILIAN MARINERS (CIVMARS)**

Reference: (a) Armed Services Exchange Regulations (ASER), DOD Instruction 1330.21 of February 4, 2003; Enclosure 6, Tables E6.T1 and E6.T2

1. The purpose of this Information Bulletin is to communicate and clarify the policy on NEX shopping privileges for Civilian Mariners (CIVMARS). Civilian Mariners are U.S. Government DOD Civilian Employees who work for the Military Sealift Command (MSC) which is part of the Navy. The MSC operates support ships for the Navy such as oil tankers and the CIVMARS personnel are the crew members of these support ships. (Important - The CIVMARS personnel should not to be confused with members of the U.S. Merchant Marine which have no affiliation with DOD or the Navy and are NOT entitled to Exchange Shopping Privileges).

2. CIVMARS personnel are entitled to:

- Unlimited Exchange Privileges outside the U.S. when stationed on MSC ships. The U.S. includes the 50 United States and the District of Columbia. (Category 7 in Table E6.T1 of ref(a) applies).

AND

- Limited Exchange Privileges inside the U.S. when stationed on MSC ships. (Category 1 in Table E6.T2 of ref(a) applies).

3. The CIVMARS personnel may carry any of the following identification and privilege cards:

- Common Access Card (CAC) United States DoD/Uniformed Services Identification and Privilege Card stamped with "Unlimited Exchange" shopping privileges
- DD Form 1173 United States Uniformed Services Identification and Privilege Card stamped with authorized patronage for "Exchange in Overseas Only."
- DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card

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4. Please contact me if you have any questions. My contact points are 757-631-3903 and jim\_carbone@nexnet.navy.mil

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