



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

REFER TO:

COMSCINST 5230.5D  
N13  
27 March 2003

## COMSC INSTRUCTION 5230.5D

Subj: DEPARTMENT HEAD ADMINISTRATIVE MANAGEMENT SYSTEM

1. Purpose. To establish and promulgate guidelines for the administration of the Department Head Administrative Management System (DHAMS) as it pertains to Civilian Marine (CIVMAR) personnel.

2. Cancellation. COMSCINST 5230.5C.

3. Applicability. This instruction applies to all CIVMAR personnel employed by Military Sealift Command (MSC).

4. Policy. Shipboard Management Information System (SMIS) DHAMS Ver 4.1 is approved throughout MSC as an automated management tool for use primarily by afloat department heads to more effectively monitor costs associated with the day-to-day operation of the ship. DHAMS will also be used by each ship as the mechanism for submitting payroll information for consolidation aboard ship prior to forwarding it to the Afloat Personnel Management Center (APMC) for processing in the Unified CIVMAR Payroll System. The current version of DHAMS has undergone many changes since its inception, only those earning codes incorporated in the current version are to be utilized by DHAMS users. A list of earning codes with their associated explanations and duty codes can be printed using the DHAMS program. If there is a requirement to modify the approved list of earning codes, the guidelines set forth in paragraph 6e of this instruction apply. (R)

5. Discussion. An upgrade to DHAMS was approved for use aboard USNS ships and at Civilian Marine employing activities in March 2003 as SMIS DHAMS Version 4.1. In addition to its primary role of providing shipboard support, DHAMS data will be used by the APMC and Headquarters as a statistical data base to evaluate cost effectiveness, manning levels, mission readiness and other management analysis needs. (R)

27 March 2003

6. Action

a. COMSC Maritime Forces, Manpower & Management Program Manager (N1) is the DHAMS resource and functional sponsor and will ensure that adequate information and support are provided for the maintenance and improvement of DHAMS for all users within MSC.

b. COMSC Comptroller (N8) and Command, Control, Communications and Computer Systems Director (N6) shall provide N1 with adequate funding and resource support to ensure that DHAMS is maintained and updated as required.

c. The APMC will provide training to personnel, both initial and refresher (as needed), in the use of DHAMS (both afloat and ashore) as well as system implementation and installation aboard future USNS ships.

d. Masters will ensure that department heads utilize DHAMS to schedule all work and account for hours of work against budget authorizations within their respective departments, and that DHAMS data is submitted for consolidation prior to forwarding to the employing activity for payroll processing. In order that all anticipated benefits of DHAMS can be fully realized, the system must be integrated into everyday shipboard life by all department heads.

e. Input from the user level is essential in the development and improvement of a system such as DHAMS. Therefore, all recommendations for DHAMS improvement/modification are encouraged and should be submitted to COMSC (N1). COMSC (N1) will consolidate all input in order to facilitate production of future DHAMS versions as well as the publication of DHAMS Service Bulletins. These bulletins will contain technical information, interim solutions, short cuts, as well as administrative aspects of DHAMS.

//S//

J. M. STEWART  
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41E (APMC)

T-100 (Masters, civil service manned ships)

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