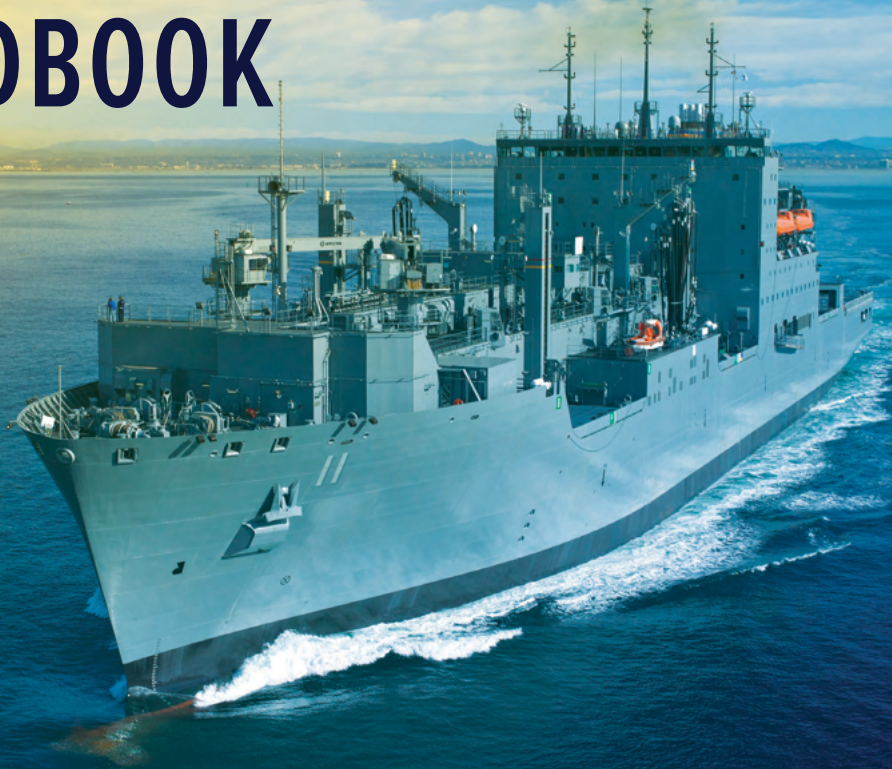


CIVIL SERVICE MARINER HANDBOOK



**MILITARY SEALIFT COMMAND
TAKE COMMAND OF YOUR CAREER®**





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1. THE MAKING OF MSC

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During World War II, four separate Government agencies controlled sea transportation. In 1949, the Military Sea Transportation Service became the single managing agency for the Department of War's (DoW) ocean transportation needs. The Command assumed responsibility for providing sealift and ocean transportation for all military services as well as for other Government agencies, and in 1970 was renamed Military Sealift Command (MSC).

The mission of Military Sealift Command is to provide ocean transportation of equipment, fuel, supplies and ammunition to sustain U.S. forces worldwide during peacetime and in war for as long as operation requirements dictate. During a war, more than 95 percent of all the equipment and supplies needed to sustain the U.S. military are carried by sea. MSC provides the sea transportation component for the United States Transportation Command.

Recent crises have reinforced the vital role of Military Sealift Command as a major contributor in the execution of U.S. national strategy. The Command operates ships that provide combat logistics support to U.S. Navy ships at sea, special mission support to U.S. Government agencies, prepositioning of U.S. military supplies and equipment at sea, and ocean transportation of DoD cargo in both peacetime and war.

Military Sealift Command is located on the Naval Base in Norfolk, VA and has multiple sites worldwide, including facilities in: San Diego, CA; Washington, DC; Guam, Italy, Singapore, Japan and Bahrain.¹

Today, MSC is the largest operator of public vessels in the world, offering a diversified fleet, which includes a variety of missions and offers job security, good pay, and the benefits of being a civil service employee.

Military Sealift Command has more than 9,500 employees worldwide, approximately 80% of which serve at sea. MSC is the largest employer of merchant mariners in the United States.²

¹ See MSC Organizational Chart in Appendix - A2

² Data indicated as of 2015.



THE MAKING OF MSC

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As a civil service mariner (CIVMAR) you are an important part of today's Navy. Without MSC's support ships, the Navy could not be an effective fighting force.

Whether at sea, in port or on leave, you are supported by Military Sealift Command.

The MSC mission is to operate the ships which sustain our warfighting forces and deliver specialized maritime services in support of national security objectives in peace and war.

The vision of MSC is to be the preeminent provider of cutting-edge, commercial maritime solutions supporting future national security objectives.

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2. EMPLOYMENT RIGHTS

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You are now an Excepted Service Civilian employee of the United States Government.

As such, there are important rules covering your job that are based on laws and regulations established by the Office of Personnel Management (OPM), the Secretary of the Navy (SECNAV), and the DoD.

MSC also has established agency policies and procedures contained in the Civilian Marine Personnel Instructions (CMPI). The CMPI governs policies for CIVMARs on such topics as leave, liberty, pay, employment, discipline, etc. To view a copy of the CMPI, you may contact the Purser onboard your ship, the CIVMAR Support Unit (CSU) East or West, or the MSC Human CIVMAR Manpower and Personnel Department.

As a federal employee, you have rights such as Equal Employment Opportunity (EEO), the Privacy Act and to be free from sexual harassment and violence.

EQUAL EMPLOYMENT OPPORTUNITY

It is the Policy of the Command to provide EEO to all employees, former employees, and applicants for employment regardless of race, color, religion, sex, national origin, age, disability (physical or mental), genetic information or reprisal for prior participation in protected EEO activity³. MSC is dedicated to supporting the spirit and intent of the EEO program to the fullest extent possible. We must be one workforce, military and civilian, working together to meet our mission. As a model employer with a diverse and effective workforce, we must all be committed to the principles of EEO. All MSC personnel are required to be trained annually in EEO procedures.

- If you believe you have been discriminated against due to race, color, religion, sex, national origin, age, disability (physical or mental), genetic information or reprisal for prior participation in a protected EEO activity, you must seek EEO counseling on the matter within 45 calendar days of the date of the alleged discriminatory incident, or within 45 calendar days of an alleged discriminatory personnel action.⁴
- Discrimination on the basis of sexual orientation is not covered under 29 CFR 1614, however it is a prohibited personnel practice as set forth in Executive Order 13087. If you

³ For full Policy Statement see Policies Section - PI

⁴ See procedures on filing an EEO Complaint - page 11



believe you have been discriminated against based on sexual orientation, you may seek assistance either from the Merit Systems Protection Board, Office of Special Council, Negotiated Grievance Procedure or Agency Administrative Grievance Procedures.

SEXUAL HARASSMENT

MSC is committed to maintaining EEO principles; including a workplace free of discriminatory harassment and the development of a comprehensive anti-harassment policy to prevent harassment on all protected bases, including race, color, religion, sex (sexual or non-sexual), national origin, age, disability (physical or mental), genetic information or reprisal for prior participation in protected EEO activity. MSC does not permit any type of harassing conduct by anyone in the workplace. All MSC personnel are required to be trained annually in Prevention of Sexual Harassment (POSH).

The Command will initiate appropriate corrective action, including proposing disciplinary action if warranted, before the harassing conduct is so pervasive and offensive as to constitute a hostile environment. It is the Command's view that a single utterance of an ethnic, sexual, or racial epithet that offends an employee is inappropriate and must **immediately** be addressed.

The Policy and Procedures for Preventing and Eliminating Harassing Conduct in the Work Place⁵ applies to all CIVMARs under MSC cognizance at sea or at shore-based facilities/offices.

- This definition applies to any person, regardless of sex, who engages in such conduct. Examples of conduct that can constitute sexual harassment or sexual assault include making unwelcome verbal comments or gestures of a sexual nature; engaging in sexually oriented teasing or spreading of rumors; sexting, to include sending sexually explicit messages or photographs via cell phone; telling jokes of a sexual nature; making sexual innuendos, or physical conduct of a sexual nature.
- Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal conduct or physical harassment of a sexual nature when:
 - Submission to or rejection of such conduct is made a condition of an individual's employment
 - Submission to or rejection of such conduct is made a basis of employment decisions affecting the individual

⁵ For full Policy Statement see Policies Section - P1

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment

HARASSMENT

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA) of 1967, and the Americans with Disabilities Act (ADA) of 1990.

Harassment is unwelcome conduct that is based on race, color, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in anyway way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely abusive) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidating, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including but not limited to the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

RESPONSIBILITY AND REPORTING

All civil service mariners shall be responsible for:

- Acting professionally and refraining from harassing conduct
- Becoming familiar with the provisions of this Policy, complying with all requirements of the Policy, and cooperating with any inquiry under this Policy
- Promptly reporting any incident of harassing conduct that he/she experiences before it becomes a pattern of misconduct so pervasive and offensive as to constitute a hostile environment

All supervisors and managers shall be responsible for:

- Acting promptly and appropriately to prevent harassment in the workplace and retaliation against those who complain of harassment
- Reporting, pursuant to procedures set forth under reporting harassment, any incident of harassing conduct that they witness or is otherwise brought to their attention
- Receiving, handling and reporting allegations of harassing conduct promptly and appropriately, utilizing the procedures set forth under inquiries into allegations of harassing conduct

Any person who believes that he or she has been the subject of an incident of harassing conduct in violation of this policy should report the incident to anyone in the employee's supervisory chain.

Additionally, or alternatively, an employee may seek informal EEO counseling by contacting the MSC EEO Office directly via email at msc_eeo@us.navy.mil or via the hotline 757-341-3310.

PRIVACY ACT

MSC maintains confidentiality of employees Personal Identifiable Information (PII) in accordance with the Privacy Act and implementing regulations. The Privacy Act was passed into law to safeguard the handling by Government agencies of individual's personal information and limit its disclosure. Accordingly, MSC ensures all employee data, including individual Social Security Numbers (SSN), will be used for limited official purposes.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA), Title 5 of the United States Code, Section 552, gives you the right to request access to federal agency records or information. All U.S. Government

agencies are required to disclose Government records contained in an official system of records to the public if requested and an exemption or exception does not apply.⁶

The exemption categories that authorize Government agencies to withhold information are:

1. Classified information for national defense or foreign policy;
2. Internal personnel rules and practices;
3. Information that is exempt under other laws;
4. Trade secrets and privileged or confidential business information;
5. Inter-agency or intra-agency memoranda or letters that are protected by legal privileges;
6. Personnel, medical, or similar files that would be a clearly unwarranted invasion of personal privacy;
7. Certain information or records collected for law enforcement purposes;
8. Information concerning financial institutions;
9. Geological and geophysical information and data concerning wells.

For more information regarding either the Privacy Act or FOIA, visit <https://www.secnav.navy.mil/foia/Pages/default.aspx>. You may also contact the Office of Counsel and speak to the FOIA Coordinator at 757-443-1250 or to Counsel, MSC at 757-443-1215 should you have any questions.

WORKPLACE VIOLENCE

MSC is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

DO NOT ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, report it immediately to the ship supervisor, or if ashore, through the appropriate shore-side chain of command, as well as, when appropriate, to applicable base police or local municipality police.

⁶ The three exceptions are rarely used and pertain to particularly sensitive law enforcement and national security matters.

EMPLOYMENT RIGHTS

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POLICY ON SPEAK-ENGLISH ONLY

Per 29 Code of Federal Regulations 1606.7 and OPMNAVINST 5334.1F and pursuant to MSC's INST 12710.2, only (b), 29 Code of Federal Regulations 1606.7(c), OPMNAVINST 5354.1F, and MSFSCINST 12710.2, English-only shall be spoken for all work related communications to ensure a safe work environment.

PROCEDURES FOR FILING AND PROCESSING AN EEO COMPLAINT OF DISCRIMINATION

If you feel you have been discriminated against because of race, color, religion, sex, national origin, age (40 & over), a handicapping condition (mental or physical), or are being retaliated against for prior EEO activity, you have a basis for filing an EEO complaint. Please note that sexual harassment is a form of discrimination based on sex. The following covers the steps you will need to take to file your individual or group complaint.

INDIVIDUAL COMPLAINT

Step 1: Informal Pre-Complaint

Within 45 days of the alleged discriminatory incident, or the effective date of an alleged discriminatory personnel action, you must contact a MSC EEO Counselor. All complaints originating from civil service mariners will be forwarded directly to the EEO Office for processing. The responsibility for forwarding the written complaint rests with the complainant and not the ship's officers or fellow crewmembers.

Your EEO Counselor will advise you of your rights and responsibilities in the discrimination complaints process.

Step 2: EEO Counseling

Your EEO Counselor has 30 calendar days from the first contact with you to make informal inquiries and to attempt an informal resolution of your complaint. EEO Counselors are fact-finding individuals and must remain impartial throughout the inquiry. The EEO Counselor cannot represent you or management.

Step 3: Filing a Formal Complaint

Your formal complaint must be made in writing, signed by the complainant, and delivered to the Deputy EEO Officer within 15 calendar days from receipt of the Notice of Final Interview by the EEO

Counselor. The formal complaint is considered filed on the date it is received by the designated official, if delivered in person, or on the postmark date, if it is mailed.

Step 4: Acknowledgment of Receipt of Formal Complaint

The Deputy EEO Officer will acknowledge receipt of your complaint in writing and, if the complaint is accepted will request an investigator from the DOD Investigations & Resolutions Division. The investigator has 180 calendar days from the filing date of your formal complaint to complete an investigation and issue an investigative file.

Step 5: Investigative Report

You or your representative will be furnished a copy of your investigative report. If you are not satisfied with the investigation or if your complaint has not been resolved with management, you may request a Secretary of the Navy decision, with or without a hearing. This must be done within 30 calendar days of receipt of the investigative report and the request must be made in writing and forwarded to the EEO Office.

Note: Anytime after the parties have received notice that an administrative judge has been appointed to conduct a hearing, but no later than 30 days prior to the hearing, the agency may make an offer of resolution to the complainant.

Step 6: Request for a Decision

If you request an immediate decision by the Secretary of the Navy without a hearing, the Director for EEO will forward the case file to the Naval Office of EEO Complaints Management and Adjudication (NAVOECMA). A copy of the transmittal letter will be sent to you and/or your representative. NAVOECMA will issue the agency's final decision on behalf of the Secretary of the Navy within 60 calendar days of receiving a case file with the agency's request for a Final Agency Decision.

If you request a decision from the Secretary of the Navy with a hearing, the Director EEO will request the assignment of an Administrative Judge (AJ) from the Equal Employment Opportunity Commission (EEOC) and forward a copy of the case file. You and/or your representative will be sent a copy of the transmittal letter.

Step 7: Hearing

The AJ who is assigned to your case from the EEOC will review your file, then schedule and conduct a hearing.

EMPLOYMENT RIGHTS

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After the hearing is completed the AJ will analyze the findings and forward a decision along with your complete case file, to NAVOECMA, for preparation of a final agency decision.

Step 8: Appeal to the EEOC Office of Federal Operations (OFO)

If you are dissatisfied with the agency's final decision you may appeal directly to the EEOC-OFO. Your appeal must be filed with the EEOC-OFO within 30 calendar days from receipt of the final agency decision. The EEOC-OFO will then issue a decision on your appeal.

Step 9: Civil Action in Federal District Court

If you are dissatisfied with the EEOC decision you will have 90 calendar days to file a civil action in federal district court. Please note that the normal time requirements to file court action do not apply to age discrimination cases.

CLASS COMPLAINTS

A class complaint is one involving a large group of persons who feel they have all been discriminated against in the same way with respect to race, color, religion, sex, national origin, age (40 & over), a handicapping condition (mental or physical), genetic information or are being retaliated against for prior EEO activity.

A class complaint must be filed by the class agent (a member of the class who is chosen by the class to represent them during the processing of the complaint) or the agent's representative. An individual who wishes to be an agent, and who believes he or she has been discriminated against, must contact the Deputy Director, EEO within 45 calendar days of the matter giving rise to the personnel action, or the date the aggrieved person knew or reasonably should have known of the discriminatory event or personnel action.

FILING A COMPLAINT

You can file an EEO Complaint in person or by calling our contact numbers at 757-434-2811 (EEO 24/7) or 757-341-3310 (EEO Hotline). You can also file an EEO Complaint via the EEO Mailbox at msc_eeo@us.navy.mil or our link for online filing of EEO complaints at <https://www.msc.usff.navy.mil/Organization/Headquarters/MSC-EEO/>.

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3. SEXUAL ASSAULT PREVENTION & RESPONSE (SAPR)

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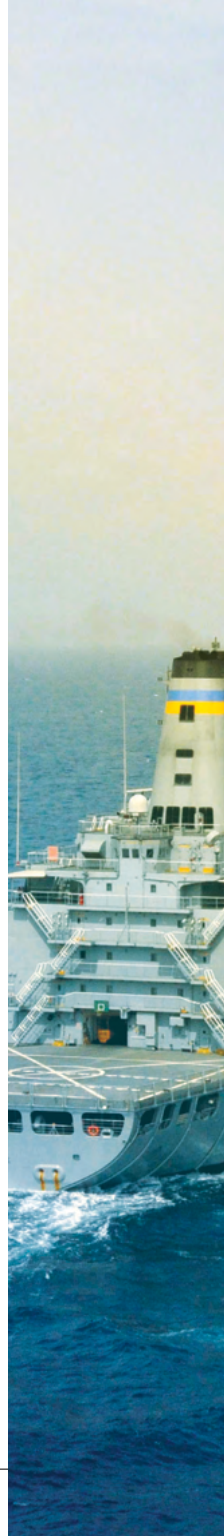
Sexual assault is a criminal act and is unacceptable. It destroys individual lives, undermines morale, unit cohesion and mission readiness. The effects can last a lifetime for victims and destroy trust within an organization. The Navy seeks a Department-wide culture of dignity and respect where sexual assault is completely eliminated and never tolerated, where sexual assault victims receive compassionate and coordinated support, and where offenders are held appropriately accountable. Combating sexual assault and supporting sexual assault victims are primary responsibilities at every level of civilian and military leadership. A cadet on shipboard assignment with MSC is subject to the same protections and responsibilities as all DON federal employees. All Department of Navy (DoN) personnel share dual responsibilities for their own actions and for protecting each other from harm. Our Core Values demand nothing less.

The prevention of sexual assault is everyone's responsibility. Sexual assault does not just hurt one, it affects ALL. It also undermines teamwork, morale, unit cohesion, and operation readiness. It is incompatible with the Navy's and Military Sealift Command's (MSC) core values, high standards of professionalism and personnel discipline. MSC's focus on prevention and response includes effective education and training, a 24/7 response capability to ensure victim support, worldwide reporting procedures and appropriate accountability. There is a "zero tolerance" policy for this criminal offense. All MSC personnel are responsible for understanding the sexual assault policy, the penalties and consequences for engaging in any form of sexual assault, and the adverse impact on MSC mission accomplishment. MSC personnel must not:

- Commit sexual assault or other acts of sexual misconduct
- Retaliate or take reprisal against a person who provides information on an incident or alleged sexual assault
- Condone or ignore sexual assaults

Sexual assault encompasses a broad range of intentional and non-consensual sexual contact, including rape, aggravated sexual contact, abusive sexual contact, and forcible sodomy.

Bystander intervention is one key element of sexual assault prevention. It emphasizes the responsibility of each individual MSC member to protect each other and to actively intervene in circumstances that may lead up to sexual assault.



SEXUAL ASSAULT PREVENTION & RESPONSE (SAPR)

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RESTRICTED REPORTING OPTION

Only active duty, reservist, and military dependents 18 years and older, are eligible for restricted reporting. The restricted reporting option does NOT trigger a law enforcement investigation or chain of command notification. The restricted reporting option allows victims of sexual assault who wish to disclose confidentially some personal space, time and increased control over the release and management of their personal information. This is intended to empower victims to seek relevant information and support to make more informed decisions about participating in a criminal investigation. Restricted reporting allows eligible victims to disclose the assault to specified individuals (e.g., SARC, deployed resiliency counselor, SAPR VA, unit SAPR VA, victims' legal counsel, or healthcare personnel). Victims are afforded the same support services as those making an unrestricted report. A victim may change a restricted report to an unrestricted report. Individuals eligible for restricted report methods include:

- Active Duty Service members and military dependents 18 years and older, who have been sexually assaulted regardless of when or where the assault took place or the service affiliation
- National Guard and activated reservists
- Navy Reserve Officers' Training Corps (ROTC) midshipmen who report sexual assaults that occurred while they were in active duty status.

UNRESTRICTED REPORTING OPTION

All MSC personnel are eligible for unrestricted reporting. The unrestricted reporting option triggers an official investigation of the allegations, command notification, VWAP rights, and additional command protective actions. It also allows eligible sexual assault victims access to medical treatment, legal services, and counseling.

Personnel are encouraged to report all sexual assaults to the Sexual Assault Response Coordinator (SARC), Sexual Assault Victim Advocate (SAPR VA), or healthcare personnel to protect their reporting option. In addition to the above reporting procedures, military and civilian personnel may seek assistance via the Safe Helpline at <https://www.safehelpline.org> or 877-995-5249.

MSC civilian personnel can also contact the Afloat and Ashore Victim Advocate at 757-803-4530. If afloat, trained SAPR VA Medical Service Officer will also be able to assist victims of sexual assault.

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4. EXPECTATIONS

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As a federal employee with MSC, you are expected to adhere to all applicable laws, rules, guidelines and standards, including those set forth in the Drug-Free Workplace Program,⁷ Code of Ethics for Government Service, Ship's Orders, Safety Precautions, Emergency Duties and Commander's Policy on Personal Professionalism.

It's extremely important that all civil service mariners (CIVMARs) conduct themselves properly and in a professional manner, exercising common sense and good judgment with respect for the dignity of others.⁸ Personal conduct or relationships of a nature that reflect adversely on MSC are not acceptable.

DRUG-FREE WORKPLACE PROGRAM

Military Sealift Command participates in the Federal Drug Testing Program in accordance with the Department of Health and Human Services guidelines. Illegal drug use by any civilian employee of the Department of the Navy (DoN) is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to Government and personal property, and significantly impair day-to-day operations. The DoN Drug-Free Workplace Program (DFWP) is designed to identify illegal drug users in order to maintain a safe, secure workplace and efficient DoN operation.

As a CIVMAR in a testing designated position, you are required to acknowledge and sign the Notice of Random Drug Testing Memorandum.⁹ MSC's policy is to test each potential new hire prior to extending the final employment offer and randomly thereafter.

The following types of testing are conducted:

- Random testing
- Applicant testing
- Reasonable suspicion testing
- Follow-up testing
- Post accident testing or unsafe practice

⁷ For full Policy Statement see Policies Section - P5

⁸ For MSC Inst. 12710.1 see Policies Section - P6

⁹ For full Policy Statement see Policies Section - P5



If you believe you have a drug or alcohol problem, you are encouraged to seek counseling and/or referral service through our Civilian Employee Assistance Program (CEAP). The CEAP is managed by the Human Resources and Manpower Department.

STANDARDS OF CONDUCT FOR DEPARTMENT OF THE NAVY PERSONNEL

The “Standards of Conduct for Employees of the Executive Branch,” at 5 CFR § 2635, published by the Office of Government Ethics apply to the DoN and are the primary source of guidance for ethics. These standards are supplemented by the “Joint Ethics Regulation,” DoD 5500.7-R, and summarized through the DoN Code of Ethics in the form of “DOs” and “DON’Ts.”

PRINCIPLES OF ETHICAL CONDUCT FOR GOVERNMENT OFFICERS AND EMPLOYEES - EXECUTIVE ORDER 12674/12731

To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each federal employee shall respect and adhere to the fundamental principles of ethical service:

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain;
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty;
3. Employees shall not engage in financial transactions using non-public Government information or allow the improper use of such information to further any private interest;
4. An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or non-performance of the employee's duties;
5. Employees shall put forth honest effort in the performance of their duties;
6. Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government;
7. Employees shall not use public office for private gain;

8. Employees shall act impartially and not give preferential treatment to any private organization or individual;
9. Employees shall protect and conserve federal property and shall not use it for other than authorized activities;
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities;
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities;
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those—such as federal, state, or local taxes—that are imposed by law;
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap;
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

ADDITIONAL ETHICAL CONSIDERATIONS

Use of Government Resources — As a general rule, Government resources shall only be used for authorized purposes. Personal use of Government resources is not an authorized use unless an employee's supervisor, (assuming the supervisor is above a GS-11 or equivalent, or a commissioned military officer) finds the use is supportive of the mission such as:

- The use does not adversely affect the performance of official duties by the employee or the employee's organization
- The use is of reasonable duration and frequency
- The use is made only on the employee's personal time, such as after duty hours or at lunch time
- The use serves a legitimate public interest (such as reducing disruptions to the workplace, enhancing professional skills, supporting DoD community relations)
- The use does not reflect adversely on DoD or the component (such as commercial activities, unofficial advertising, or violating statute or regulation)
- The use creates no additional cost to DoD or the component

Use of Government Vehicles — Government Vehicles (GOV's) are vehicles that are owned or leased by the Government and are NOT cars rented on Temporary Duty Assignment (TDY) orders. GOV's must only be used for official purposes. A GOV may not be used for personal entertainment or recreation of any kind.

Misuse of Government Property — Unauthorized use of Government property, or the misuse of such property, is a serious matter that may result in discipline. The agency does not have to prove **intent** in order to establish a case of unauthorized use of Government property. Examples of misuse include pornography, chain letters, harassing emails, personal long distance calls and overburdening Government communication systems. If you are in doubt as to whether a use is authorized, check with your Chain-of-Command.

Impartiality in Performing Official Duties — You must perform your official duties fairly and impartially, without giving special treatment to anyone. If a reasonable person with knowledge of the relevant facts would question your impartiality, you should not participate in the matter.

Misuse of Position — You may not use your position with the Government to coerce benefits from another party. You may not use your position and/or title to endorse or imply endorsement of a product, service, enterprise, or private organization.

Classified Information — Employees shall be subject to appropriate sanctions if they knowingly and willfully grant eligibility for, or allow access to, classified information in violation of the law.¹⁰ Sanctions for such infractions may include reprimand, suspension without pay, removal, and other actions in accordance with applicable law and agency regulations.

Conflicting Financial Interests — You may not take action, including making a recommendation, on any particular matter which will have a direct and predictable effect on your financial interests, or the interests of others that are imputed to you, such as your spouse or minor children.

Outside Activities — Federal employees are prohibited from acting as a representative for a non-federal party in matters in which the Government has an interest or participating in activities which conflict with, or otherwise interferes with, the performance of official duties.

¹⁰ Executive Order #12968 (Access to Classified Information, Section 6.4 Sanctions).

Political Activities — As a federal employee, you may be prohibited from participating in certain political activities in accordance with the Hatch Act Reform Amendments of 1993.¹¹

Gifts — You may not solicit or accept a gift from “Prohibited Sources” or any non-federal entity that seeks official action or does business with the Navy or has interests that may be substantially affected by official duties or position in the Government. Generally, you may not give or solicit for a gift to your boss or accept gifts from subordinate employees.

This list is not all-inclusive. The list is intended for informational purposes only and should not be used in lieu of legal advice. If you have any doubt regarding a proposed action and before taking actions that may violate ethical regulations, you should ask your supervisor or consult MSC’s Office of Counsel at 757-443-1215.

ETHICS GUIDANCE, REGULATIONS, AND SOURCES OF INFORMATION

If you have any questions about the Standards of Conduct, you may contact the Office of Counsel at 757-443-1215 where an agency ethics counselor will be able to assist you.

For your reference and convenience, but not in lieu of legal advice, the following material is provided. All of these materials are available online or in the Office of Counsel.

- Bribery, Graft, and Conflicts of Interest - 18 U.S.C. Chapter 11
- Standards of Conduct for Federal Employees - 5 C.F.R. § 2635
- Post Government Employment Restrictions - 5 C.F.R. § 2637
- DoD Directive 5500.7
- Joint Ethics Regulation - DoD 5500.7-R
- Executive Order 12674/12731 - Principles of Ethical Conduct for Government Employees - [https://www.oge.gov/web/oge.nsf/Legal%20Docs/50FF3D56F1834B87852585BA005BEFFF/\\$FILE/f69da5359a134002808b96ca703cc4692.pdf](https://www.oge.gov/web/oge.nsf/Legal%20Docs/50FF3D56F1834B87852585BA005BEFFF/$FILE/f69da5359a134002808b96ca703cc4692.pdf)
- Navy Code of Ethics - <http://ethics.navy.mil/content/codeofethics.aspx>

¹¹ See Hatch Reform Amendment - page 29

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- Core Values Charter - <http://www.secnave.navy.mil/Ethics/Pages/corevaluescharter.aspx>
- Secretary of the Navy Statement on Ethics, ALNAV 013/07 - <http://www.secnave.navy.mil/Ethics/Pages/secnavmsgstatement.aspx>
- United States Office of Government Ethics - www2.oge.gov
- DoD Standards of Conduct Office - <https://dodsoco.ogc.osd.mil/>
- Navy Ethics Compass - <http://ethics.navy.mil/>

SAFETY AND PRECAUTIONS

MSC's top priority is to provide a safe and healthy work environment in accordance with the Navy Occupational Safety and Health (NAVOSH) Program. NAVOSH and the Afloat Safety and Occupational Health (SOH) Manual¹² for Forces Afloat OPNAV INST. 5100.19E requirements and responsibilities for all shipboard employees, military and civilian. In order to accomplish the missions assigned to MSC ships, MSC requires mandatory participation in the NAVOSH program, reinforcing the safety of the ship and its crew.

Keep safety in mind at all times:

- Rough weather is responsible for many accidents at sea. Under these conditions, always remember the slogan: "One hand for the ship, one hand for yourself."
- Never smoke in the vicinity of open hatches or in the cargo holds.
- Never smoke on deck, on barges, or on the pier when fuel oil is being loaded or discharged.
- Only smoke in designated smoking areas aboard ship during those times it is allowed.
- Never go up and down ladders with both hands full.
- Never work in the hot sun without protecting your head.
- Never walk on the side of the vessel where cargo is being worked if you are not involved.
- Never walk under the heel blocks of winches.
- Never walk through unlighted 'tween deck spaces.
- Never walk on the weather side of deck in heavy seas.

¹² You can obtain this by contacting the CIVMAR Support Center.

- Never stand in the bight of an anchor chain, cable or line.
- Never use goggles to protect your forehead instead of your eyes.
- Never attempt to pass through a watertight doorway while the alarm is sounding or the door is in motion.
- Never endanger your shipmates by your actions or failure to act when required.
- In noise hazardous areas such as diesel engine rooms, generator rooms, etc., wear earplugs, which are available onboard.
- Wear safety shoes.

INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE SAFETY MANAGEMENT SYSTEM (SMS)

The ISM Code provides an international standard for the safe management and operation of ships and for pollution prevention. The purpose of the ISM code is:

- To ensure safety at sea
- To prevent human injury or loss of life
- To avoid damage to the environment and to the ship

Realizing that the ISM Code provides a framework for prudent ship operations, COMSC issued COMSCINST 5042.1, which requires its Government-owned, Government-operated ships to comply with the ISM Code. In order to comply with the ISM Code, each ship class must have implemented the Safety Management System (SMS). MSC has implemented a SMS as the Command's standard approach to safe, effective, and environmentally responsible vessel management. For ship classes where certification is not practical or cost effective, the SMS is being adopted as a management model to provide structure to procedures.

The Safety Policy is to:

- Protect people
- Protect assets
- Comply with regulatory requirements

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MSC's environmental protection policy is to:

- Prevent pollution
- Ensure response readiness
- Conserve resources
- Comply with regulatory requirements

The SMS Procedures Manual includes:

- Safety and environmental protection policy instructions and procedures to ensure safe operation of ships and protection of the environment in compliance with international and Flag State legislation
- Defined levels of authority and lines of communication between, and among, shore and shipboard personnel
- Procedures for reporting accidents and findings within the provisions of the ISM Code
- Procedures to prepare for and respond to emergency situations
- Procedures for internal assessments and management reviews

Currently, all vessel manned by Civil Service mariners have a working SMS and each carries a Safety Management Certificate.

For more information, contact: Safety and Quality Management, ISM Designated Person at 202-685-5319

SHIP'S ORDERS

MSC also expects all CIVMARs to adhere to the ship's orders while onboard ship.

1. Crewmembers shall promptly obey all legal orders received from competent authority.
2. Crewmembers shall obey all posted rules and regulations.
3. Crewmembers shall comply with all local port regulations, instructions, and laws emanating from responsible authority and published to the crew.
4. Crewmembers shall not physically resist authority in the enforcement of a lawful command.
5. Crew members shall perform all assigned duties with promptness and dispatch and shall remain alert at all times while on watch or duty.

6. Crewmembers shall not conceal defective work nor remove or destroy such work without authority.
7. Crewmembers shall not participate in any strike or job action against the Government of the United States.
8. Crewmembers shall complete all voyages to which assigned unless separated from the ship by orders from competent authority.
9. Crewmembers shall not leave the ship without proper authority and shall report to the ship promptly on or before expiration of all authorized leave or liberty.
10. Crewmembers shall report for watch, presailing muster, muster, duty, or drills at the scheduled time unless relieved from such reporting requirements by proper authority (duty includes overtime when crewmember is ordered to work overtime).
11. Crewmembers shall remain on duty or at watch stations until properly relieved.
12. Crewmembers shall not exchange any watch or duty without authorization.
13. Crewmembers shall not be under the influence of alcohol/intoxicants or unlawful drugs when reporting for watch or duty or on watch or duty.
14. Crewmembers shall not introduce alcohol/intoxicants aboard ship without proper authorization nor shall they sell, hold in their possession, or use alcohol/intoxicants aboard ship.
15. Crewmembers shall not unlawfully use, be under the influence of or possess drugs or drug paraphernalia on or off duty aboard ships or ashore.
16. Crewmembers shall not unlawfully use, possess or bring aboard ship or engage in the sale, transfer or distribution of drugs or drug paraphernalia.
17. Crewmembers shall not possess or use narcotics or instruments to prepare or administer narcotics without authority.
18. Crewmembers shall not introduce or possess dangerous weapons or explosives aboard without authority.
19. Crewmembers shall wear the prescribed uniform/work clothes while on watch or duty aboard ship.
20. Crewmembers shall use protective clothing and/or equipment when required and provided.
21. Crewmembers shall observe prescribed standards of cleanliness and sanitation.
22. Crewmembers shall report to the Master or a U.S. Medical Officer for all cases of venereal disease and all contagious infectious diseases as soon as discovered.
23. Crewmembers shall safeguard all information and material of a classified nature.
24. Crewmembers shall protect the safety of the ship, passengers, crew, cargo, and equipment at all times.

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25. Crewmembers shall exercise due diligence in safeguarding all property, stores, material and equipment entrusted to the care for which they have properly been assigned responsibility.
26. Crewmembers shall immediately report all injuries and accidents, however slight, to superiors.
27. Crewmembers shall not create unnecessary disturbances.
28. Crewmembers shall not use abusive, insulting, or obscene language towards or about other personnel.
29. Crewmembers shall not threaten to injure or assault or commit assault or inflict injury upon other persons aboard ship or on U.S. Government premises.
30. Crewmembers shall not engage in fighting aboard ship or on U.S. Government premises.
31. Crewmembers shall not make false or malicious statements which harm the reputation, authority, or official standing of other employees, superiors, officers or MSC.
32. Crewmembers shall not gamble, bet, or promote such activity aboard ship or on U.S. Government premises.
33. Crewmembers shall not engage or attempt to engage in black market activities.
34. Crewmembers shall not give nor receive bribes with the intent of influencing decisions on official matters.
35. Crewmembers shall not steal, nor attempt to steal, any property of other persons or of the U.S. Government.
36. Crewmembers shall not engage in criminal, dishonest, or notoriously disgraceful conduct ashore or aboard ship.
37. Crewmembers shall not file false claims against the U.S. Government or knowingly aid and assist in the prosecution of false claims.
38. Crewmembers shall not falsify, exaggerate, or conceal a material fact in connection with any official action, record, investigation, or other proper proceeding.
39. Crewmembers shall properly declare all merchandise and other articles obtained or acquired in a foreign country.
40. Crewmembers shall not enter unauthorized areas of the ship without proper authority.
41. Crewmembers shall support EEO principles, policies and practices during the course of shipboard assignment.
42. Crewmembers shall not engage in sexual harassment.
43. Crewmembers shall not engage in shipboard relationships that interfere with or undermine good order, discipline, and authority aboard ship or result in personal gain or create a hostile work environment.

EMERGENCY DUTIES

Safety at sea is everyone's responsibility. To respond to and control shipboard casualties, you must use your assigned article/billet number to determine your individual emergency duties, as indicated on the Station Bill, posted throughout the ship. Each ship will post information on:

- Fire and emergency stations
- Collisions
- Abandon ship - lifeboat station
- Man overboard
- CBR-D (Chemical, Biological, Radiological - Defense)

Drills are conducted occasionally to evaluate the effectiveness of the shipboard training, tactics and strategy. The officer in charge of your area will provide further instructions and/or training with regard to specific emergency duties. Remember, all drills should be conducted as if an actual emergency exists.

HATCH ACT FOR FEDERAL EMPLOYEES

The Hatch Act restricts the political activity of executive branch employees of the federal Government, District of Columbia Government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.) Under the amendments most federal and D.C. employees are now permitted to take an active part in political management and political campaigns. A small group of federal employees are subject to greater restrictions and continue to be prohibited from engaging in partisan political management and partisan political campaigns.

In general, most federal Government employees may:

- Be candidates for public office in nonpartisan elections
- Register and vote as they choose
- Assist in voter registration drives
- Express opinions about candidates and issues

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- Contribute money to political organizations
- Attend political fundraisers
- Attend and be active at political rallies and meetings
- Join and be an active member of a political party
- Sign nominating petitions
- Make campaign speeches in support of partisan candidates
- Distribute literature in partisan elections.

In general, most federal Government employees may not:

- Use their official authority or influence to interfere with an election
- Solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
- Knowingly solicit or discourage the political activity of any person who has business before the agency
- Engage in political activity while on duty
- Engage in political activity in any Government office
- Engage in political activity while wearing an official uniform
- Engage in political activity while using a Government vehicle
- Be candidates for public office in partisan elections
- Wear political buttons while on duty

Office of Special Council (OSC) has developed a number of booklets, posters and fact sheets that explain the application of the Hatch Act in greater detail. Copies of the booklets and posters can be ordered from the Government Printing Office. The fact sheet may be downloaded or emailed directly from the OSC website. Additionally, OSC has created a Power Point presentation – “Political Activity and the Federal Employee” – which covers the rules and regulations of the Hatch Act. Federal employees should also be aware that certain political activities may also be criminal offenses under title 18 of the U.S. Code.

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5. ADMINISTRATIVE DUTIES

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The following topics are the CIVMARs' administrative responsibilities. It is essential for all CIVMARs to maintain accurate personal data and to take the appropriate steps to inform MSC staff of additional or changing information.

MAIL

You can send and receive mail while underway. Although the ship's location, sailing dates and times are restricted information, your mail will be processed by the Fleet Post Office (FPO) System according to the ship's address.¹³ It is their goal to get your mail to you as quickly and reliably as possible. All mail addressed to you should read:

Your Name and Position

Name of Ship and Hull Number

Appropriate FPO and Zip Code

You may not use MSC, CIVMAR Support Units or the CIVMAR Support Center (CSC) as a mailing address.

PERSONAL AND PUBLIC CORRESPONDENCE COMMUNICATION

In the interest of good morale, MSC permits the use of shipboard equipment and services to make personal telephone calls or send personal messages subject to operational considerations and the Master's approval. Communications via INMARSAT, HF radio, and VHF Marine Operators will be on a collect basis or billed to a credit card except in an emergency when authorized by the Master. Some of the ships have a public lounge that allows mariners to have access to the email system. To receive an email account, check with the LAN Administrator onboard your assigned ship. In order to use the telephone and fax machine onboard ship when available, you must report to the Department Head to obtain authorization.¹⁴

CHANGE OF ADDRESS/NAME

You are responsible for keeping MSC informed of any changes to your personal or contact information. Your data must be kept current to receive official correspondence. You must report a change of address or phone number by using the correct form including your name, supporting documentation of proof of new address (i.e. lease/rental agreements, phone/utility bill, etc.), old information, new information, contact phone number, and your signature.

¹³ See a list of ship addresses in Appendix - A3

¹⁴ Per COMSINST 2000.2.



ADMINISTRATIVE DUTIES

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If you change your name, be sure to inform both the Social Security Administration and your employer. MSC will process name changes only when a copy of your marriage certificate, divorce decree or court document, and a copy of the new SSN card or receipt from the SSA stating they have been notified is submitted with the change request as proof of name change. This will assure that your earnings will be properly reported by your employer and recorded in SSA records. Visit www.ssa.gov for more information.

Change of Address sample forms are included on the next page. To obtain a Change of Address form, visit <https://civmar.sealiftcommand.com/resources/forms>. Send a signed request via email to msc_gsd@us.navy.mil or by fax to 757-443-2269. If you have any questions, contact the CSC at 1-877-CIVMAR-1.

CIVMAR ADDRESS AND EMERGENCY POC FORM

EMPLOYEE INSTRUCTIONS: The information will be used to update your information in all automated systems used by MSFSC. Please ensure that you sign and date the form. Form and supporting documentation can be submitted in one of four ways: 1) during pool check-in at CSU-East /West or at NEO; 2) email as an attachment to msfsc_hr_sys_support@navy.mil; 3) fax to 757-443-2938; 4) mail to MSC N22, Building SP-64, 471 East C Street, Norfolk VA 23511-2419.

Name		Birth Date
Home Phone Number	Cell Phone Number	Email Address

1. Mailing Address

Used to distribute official correspondence such as LES, W-2, and letters.

(Street or PO Box) include apartment number		Change ☐ YES ☐ NO
City/Town	State	Zip Code
OVERSEAS ADDRESS ONLY – OTHER (such as PROVINCE, STATE) AND POSTAL CODE		

2. Residence Address

Used to muster employees in the event of an emergency or disaster,
and also to validate eligibility for subsistence and quarters (S&Q). Proof of address is required.

Same as Mailing Address ☐ YES ☐ NO		Change ☐ YES ☐ NO
City/Town	State	Zip Code
OVERSEAS ADDRESS ONLY – OTHER (such as PROVINCE, STATE) AND POSTAL CODE		

3. Emergency POC

NOTE: This is not a beneficiary form

In the event of EMERGENCY or DEATH-IN-SERVICE, I request notification be made to: →	Name and Address
Address	
Phone Number (Include country code and/or area code)	Additional Phone Number

Change of Address Forms (MSFSC 5300/1)
can be obtained on the website
<https://civmar.sealiftcommand.com/resources/forms>

If you have questions, contact the CIVMAR Support
Center at 1-877-CIVMAR-1

Signature _____ Date _____

FOR OFFICIAL USE ONLY –

This document contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official “NEED TO KNOW”. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited.

MSFSCFORM 5300/1 (Rev 11/11)

ADMINISTRATIVE DUTIES

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CIVMAR ADDRESS AND EMERGENCY POC FORM

PENALTY STATEMENT

Any submission may be investigated. Intentional false statements, willful concealments, or using documents you know are false, fictitious, or fraudulent may be subject to appropriate administrative and disciplinary actions, up to and including removal and/or criminal penalties to include fines or imprisonment. (U.S Code Title 18, Section 1001)

Adequate proof of residence address:

The following are preferred verification and only one item is required. The item must be dated and no more than twelve months old.

- Lease or rental agreement
- Major utility bill (electric, gas, cable, water, sewer)
- Mortgage papers
- Deed
- Previous year's tax return, with W2 attached
- Property tax statement
- Vehicle tax statement
- Monthly residence payment coupon

The following types of identification showing residence address can be used as alternative proof when none of the items above are provided. A current driver's license along with two documents from the following list that were sent through the U.S. mail to the residence address within the past twelve months must be provided as proof.

- Bank check with printed name and address or Bank statement for checking or savings account
- Credit card bill
- Any Federal or State official correspondence
- Vehicle registration
- Home owner's association documentation
- Current voter registration
- Annual Social Security statement for the current or preceding calendar year
- Current automobile or life insurance bills
- Current homeowners insurance policy or bill

NOTE: Documents can be original, copies of originals, or copies retrieved from Internet sites.

For MSC N1 Use Only

Proof of residence provided and is acceptable: ☐ YES ☐ NO

Change of Residence Address in HRMS is required: ☐ YES ☐ NO

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MSFSCFORM 5300/1 (Rev 11/11)

ERROR ON EMPLOYMENT RECORDS

If you find that your personal data, including Date of Birth or SSN, is not accurate on your Standard Form 50, Notification of Personnel Action, contact CIVMAR Labor Employee Relations (LER) and Services Division to provide proof of the correct information, such as a copy of your Birth Certificate, Passport or SSN card.

MILITARY RESERVISTS

If you are a member of the Military Ready Reserves and you receive mobilization orders, you must immediately notify your Marine Placement Specialist (MPS) — if not attached to a ship — or the Master, if attached to a ship. A copy of your orders must be forwarded to your MPS. Digital copies of the orders will also be accepted via email.

At times employees believe that their only obligation is to notify the Agency of Reserve Duty Training orders and that USERRA gives them the authority to execute these orders without the need for permission. This isn't an accurate assessment of the law because they also must meet their obligations to resolve scheduling conflicts with their employer as described in 5CFR353.203. Relevant paragraph here:

“(c) Nature of Reserve service and resolving conflicts. An employee who is a member of the Reserve or National Guard has a dual obligation — to the military and to his or her employer. Given the nature of the employee's service obligation, some conflict with job demands is often unavoidable and a good-faith effort on the part of both the employee and the agency is needed to minimize conflict and resolve differences. Some accommodation may be necessary by both parties.”

In the event that MSC is not successful in getting an exemption, you will be placed on Leave Without Pay (LWOP) from your civil service position and you may contact the Civilian Benefits line at 888-320-2917. You have return rights to your civil service position upon your timely notification of return from your active Reserve Duty provided that you remain in the active reserves for no more than five years.

EMPLOYEE SURVEYS

MSC will employ several types of surveys via various methods to gauge the CIVMAR's level of satisfaction with his/her career experience. The primary method will be written surveys, which

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may be supplemented by electronic surveys. The information collected from the survey is used to indicate trends or potential areas of concern impacting the recruiting and retention of the CIVMAR workforce. The data is also used to evaluate and improve the level of support.

Surveys unique to MSC are conducted at the following points of the mariner's career:

1. Upon completion of the New Employee Orientation (NEO);
2. Upon completion of a training course lasting two or more weeks in duration;

If you have not received a survey and have reached one of the above points in your career, please call 1-877-CIVMAR-1 to request one.

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6. YOUR JOB AS A CIVMAR

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This section covers a multitude of topics that are important for all CIVMARs to be aware of whether underway or ashore.

To better serve our CIVMARs, we have created the CIVMAR Support Center (CSC). The mission of the CSC is to provide a one-stop resource for answering common questions regarding benefits, payroll, assignments, United States Coast Guard (USCG) issues, etc. Whether underway or ashore, you may contact the CSC by calling toll-free 1-877-CIVMAR-1 or via email at civmar@sealiftcommand.com.

Please review these sections thoroughly and if you have any questions, discuss with your Purser or contact the CSC for additional clarification.

IDENTIFICATION CARDS AND PASSES

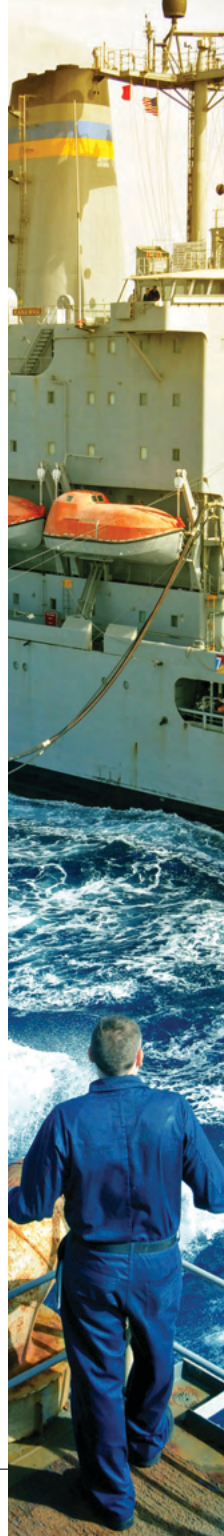
As a new employee, you were issued a DoD Common Access Card (CAC).

The CAC is the DoD ID card, and serves as the principal card used to enable computer network and unclassified system access. It is also the primary platform for the Public Key Infrastructure (PKI) token, which allows a user to sign on to the Navy-Marine Corps Intranet. The CAC is similar in size and functions to a credit card. Embedded in the card is a small gold-colored computer chip that stores information, along with a magnetic strip that allows information in the chip to be electronically scanned and interfaced with other computer systems. The CAC may be used to gain entry to military exchanges overseas, dependent on policies of the respective base commanders. During new employee orientation you will be issued a CAC Reader package. This package will include instructions, as well as the reader itself. It is the CIVMAR who is responsible to maintain this CAC reader at all times, as it is government property. Remember your PIN number in order to access PKI items; otherwise you will have to schedule a visit to a CAC issuing facility to have it reset. These facilities are not easy to get to and usually require appointments. The CAC, in addition to your USCG Merchant Mariner Credential (MMC), is to be in your possession at all times, ready to produce upon request for access to military installations or Navy bases to reach your ship.

For more information, visit https://www.dco.uscg.mil/national_maritime_center/ or call 888-427-5662.

PASSPORT, VISA AND TWIC IDENTIFICATION

You are required to have a U.S. Regular Passport (also referred to as a tourist or blue passport) to be hired by MSC. It is your responsibility to maintain its currency at all times. To renew your passport, visit a Post



Office or download an application at <https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>. A \$130.00 fee applies, and two passport-size photographs are required.

Official Passports — Once hired, you will be required as a condition of employment to obtain a U.S. Special Issuance Passport (also referred to as an official or maroon passport). MSC will assist you in completing required forms and gathering supporting documentation. You will be required to submit photos and your Regular Passport, official birth certificate, or naturalization papers.

It will take approximately 3-4 weeks to receive your Special Issuance Passport from the Department of State. Once it has been received by a passport application processing office, you will be advised where and when to report to receive it and collect the supporting documentation you provided.

Visa — Visa requirements vary from country to country. If a Visa is needed, MSC will advise of the proper forms to complete. The Visa application process will take approximately 2-4 weeks. Visas must be issued and received prior to beginning travel to join a ship.

Delays en route may be based on your presentation of the necessary Passport and Visa.

If you lose your CAC, Passport, Visa or MMC, report it immediately to your shipboard supervisor or your Marine Placement Specialist (MPS) and submit written statements to MSC Personnel Security Division setting forth circumstances concerning loss at the time a new card is issued. Loss of these cards may prevent you from sailing, and if found by unscrupulous individuals, allow them to enter restricted areas.

TWIC — The purpose of the Transportation Workers Identification Credential (TWIC), which is overseen by the Department of Homeland Security, is to ensure that ONLY authorized personnel who have successfully completed a security threat assessment have unescorted access to secure areas of MTSA regulated maritime facilities and vessels. All MSC CIVMARs are required to have a TWIC card. For more information, visit <https://universalenroll.dhs.gov/programs/twic>.

In accordance with the provisions of the Geneva Convention, if you are captured by enemy forces in a combat zone, you may be required to surrender your ID card to your captors.

STANDARDS OF DRESS

Uniforms — CIVMARs shall provide themselves with an adequate supply of prescribed uniforms and work clothes as appropriate for their respective rank. Uniforms and work clothes may be purchased from any dealer selling articles conforming to these regulations. Secretary of the Navy has approved MSC's request to allow CIVMARs to participate in the Navy Exchange's Navy Uniform Mail Order Program to purchase uniform items. Procedures on how to do so are promulgated by MSC under a separate instruction.

The following is a description of acceptable clothing to be worn during working hours. For all items, unless otherwise noted, MSC will not furnish, launder, or dry clean uniforms or work clothes, except as agreed to in Command Labor-Management negotiations approved by the agency.

Officer Work Attire:

- Dress blue uniform (Masters and Chief Engineers only)
- Khaki work uniform (all officers)
- Cap - (If in khaki work clothes, wear the blue ball cap with respective ship's name or combination cap with khaki cover. If in dress blue uniform, wear the cap that has the white cover.)
- Black socks and shoes

In addition, Engine Department officers may (to be coordinated by Master and Chief Engineer) wear fire-retardant boiler suits in lieu of cotton khaki work clothes while on duty. The rank and departmental collar insignia are not required on such suits.

Items furnished onboard ship by MSC to Masters and Chief Engineers are:

- Initial issue of one outfitting of cap insignia, departmental insignia, rank insignia and shoulder boards
- Buttons (for one dress blue uniform)
- These items become personal property to whom issued

Items furnished onboard ship by MSC to all other officers are:

- Initial issue of one outfitting of cap insignia, departmental insignia and rank insignia
- Newly promoted officers will be provided one set of departmental and rank insignia for their new rank
- These items become the personal property of the CIVMAR to whom they are issued

Non-officer Work Attire:

- Deck, Engine, and Supply (Assistant Storekeepers) – Blue (Chambray) work shirts with collars and buttons down the front, long blue dungarees, black shoes and black socks. The black safety shoes provided or paid for by MSC will meet the shoe requirement. Employees may wear the standard blue Navy ball cap with respective ship's name.
- Cooks, Bakers and Pantrymen – MSC will furnish white steward's jackets, white shirts, white fly-front long trousers, cook's caps, and white aprons to wear with your black or white socks and black shoes.
- Laundrymen and Utilitymen – White steward's jackets (to be furnished by MSC); khaki long trousers, black socks and black shoes.
- Yeoman Storekeepers and Chief RET – Khaki work clothes, black socks and black shoes.
- Any of the above items furnished by MSC remain the property of the U.S. Government.

Deck, Communication, Engine and Supply personnel may wear fire-retardant boiler suits provided by MSC or coveralls in lieu of the prescribed work clothes while on duty, as determined by the Master and Chief Engineer.

Note: The above information was extracted from Civilian Marine Personnel Instruction (CMPI) 594. A copy of the CMPI is maintained by every ship's Purser.

Facial Hair:

All CIVMARs must be ready at all times to properly use a Self-Contained Breathing Apparatus, Emergency Escape Breathing Device, gas masks, lifesaving and survival equipment, and other similar required devices and garments. Any hair growth between the skin and face piece sealing surfaces, such as stubble beard growth, beard, or mustache or sideburns which cross sealing surfaces is prohibited. Additionally, mariners cannot be attired in clothing or jewelry (including religious articles or devices) that interferes with proper donning and operation of this required equipment. See the appendix for visual requirements associated with this.

CIVILIAN CLOTHING

It is important to note that CIVMARs are representatives of the U.S. Government and therefore, shall maintain an appropriate standard of appearance and dress at all times.

Civilian clothing is to be worn by all personnel when off the ship on leave or liberty. Civilian clothing is also to be worn by CIVMARs arriving/departing ship as a leave replacement. No part of the prescribed uniform will be worn with civilian clothes except those articles that do not present a distinct uniform appearance.

ASSIGNMENTS

The respective MPS makes assignments based on the needs of the fleet, taking into consideration skills, training, endorsements/license and ability to be assigned to a ship overseas, as well as your personal desires. Requests for a specific ship or specific ship type may be made through our Training Center (TC) East Marine Placement liaison (if ashore at the TC) or the ship's Purser (once you are assigned). Please note, requests will be considered but cannot always be honored – assignments are based on operational needs.

Ship assignments are a minimum of four months. Requests for leave must be made through the Purser or designated shipboard point of contact at least 60 days in advance of your request date. Government travel will be provided for those mariners assigned to a deployed ship to the Customer Support Unit (CSU). Should a CIVMAR resign while deployed, the Government is not obligated to provide transportation back to the United States.

Typically, you will be notified of your ship assignment either while in training or at the CSU. Ship assignments can also be made while a CIVMAR is on leave. You will be provided with as much information as possible regarding your assignment. In addition, the ship's management will be aware of your arrival and will have an agent (when necessary) to meet you and assist you in getting to the ship. Pack only what you can comfortably carry. Additional clothing/items can be mailed once you have the ship's address. Please travel in civilian attire.

TRAVEL

According to the Joint Travel Regulations (JTR), MSC will fund travel costs associated with transporting you to/from your assignments, training facilities, CSU and MSC. MSC provides hotel accommodations and transportation to MSC's Training Center in Ft. Eustis, Virginia or San Diego, California, at no charge to you. Once you receive your assignment from your MPS, you may be required to travel on TDY travel orders. You may also be issued travel orders to attend training courses, in which you may be authorized a rental car and/or lodging.

All travel orders are requested and approved by your Marine Placement Specialist (MPS). The Travel Order Writer Branch is responsible for preparing orders and making all transportation arrangements. Rental cars are only authorized when using SATO endorsed rental companies. Always read the travel orders thoroughly before you begin travel to determine what has been authorized for payment and/or reimbursement, including travel advances, which must be approved in advance. Before you depart the Continental United States (CONUS), make sure you know the port call of the ship and have your travel orders and Government ID available for immigration and customs.

Travel overseas includes several training and administrative requirements before travel orders can be initiated. The CSU staff will assist you in completing the:

- Isolated Personnel report (ISO Prep) questionnaire
- Survival, Evade, Resist, Extract (SERE) code of conduct training
- Anti-Terrorism Awareness training
- Trafficking In Personnel (TIPS)
- And any other requirements specific to the destination

If you have any questions prior to traveling, or to obtain information regarding the contracted bus or hotel, contact the CSC at 1-877-CIVMAR-1. If you need to make travel changes, modifications must be coordinated with your respective MPS in advance. For Emergency calls during non-working hours, contact SATO at 800-359-9999.

Norfolk, VA and San Diego, CA contract hotel reservations can be made by contacting the CSU by email mssc_civmar_hotel@us.navy.mil, Monday through Friday (excluding federal holidays). Request a hotel reservation at least 3-5 business days prior to your arrival.

15 For full Compensatory Time
off For Travel Policy, see
Policies Section - P11

Military Sealift Command Civil Service Mariner Handbook

REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Instructions Block

1. Full Name
2. Permanent Position
3. DoD ID Number
4. Date Submitted
5. TDY Location
6. Purpose of Trip
7. What was the reason for the travel? Complete 8a, or 8b as appropriate
8. When Travel Orders Issued?
- 8a. Travel Order Number
- 8b. Explain Transportation
9. Itinerary
- 9a. Local Date and Time.
- 9b. Departure Point Date and Time
- 9c. Activity & Location
- 10a. Actual Travel Time
- 10b. Duty Hours
- 10c. Non-creditable hours
- 10d. Non-creditable Time

CIVMAR's DoD ID Number. (Leave blank if unknown)

Current Date

Where was TDY performed? List ship's name or location

What was the purpose of the trip, e.g., to join ship, ship-to-ship transfer, attend training)

What was the reason for the travel, e.g., 800 to 1600, including 30 min for lunch

When Travel Orders Issued? Complete 8a, or 8b as appropriate

Travel Order number found on the orders in block 22

Explain the transportation arrangements that were authorized, e.g., "rode contract bus from Norfolk to Freshfield"

Record the local date and time for arriving and departing an activity.

List the activity and its location, e.g. USNS SOUX, San Diego CA

Elapsed travel time, based on time at the departure location

Total number of hours that were in a duty status

Total number of non-creditable hours

Time that is not creditable toward CTFE:

a) "Unusual" or extended waiting time between actual periods of travel when a CIVMAR is free to rest, sleep, eat or otherwise use the time for his or her own purposes;

b) "Unusual" or extended waiting time between actual periods of travel when a CIVMAR is free to rest, sleep, eat or otherwise use the time for his or her own purposes;

c) Travel between home and transportation terminal within the limits of the CIVMAR's duty station and outside regular working hours (normal commuting time).

Use this section to explain delays and to include information that clarifies the trip and request for CTFE

11. Comments and Clarifications
12. CIVMAR's Signature

13a. Approving Official (Name and Title)

13b. Approving Official's Signature & Date

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TRAVEL CLAIMS

Within five (5) days of completing travel, you must submit a travel claim (DD Form 1351-2 Travel Voucher). Please ensure that you include travel orders with endorsements and receipts for all claimed expenses, including the airline eTicket receipt.

HOW DO I FILL OUT AND FILE A TRAVEL CLAIM?

Filling out and filing a travel claim can be simple, but you must have all the necessary documents:

- Original of Travel Orders (both pages if there is a “see continuation sheet for remarks” on page 1)
- Computer generated SATO itinerary/invoice
- Airline ticket expense receipt or copy of ticket if you paid for it
- Lodging receipts regardless of amount
- Rental auto receipts (the paid receipt, showing amount paid and balance due zero), all gas receipts for rental auto. All other receipts for \$75.00 or more in front of you.

It's better to complete this process sooner than later, so you can remember your trip better and make filling out the form easier. Even if you don't think you owe any money or if you are owed any money, you must file a travel claim. The best way to look at it is, if you have Travel Orders in your hand, you must fill out a Travel Claim. Any travel for which you get a travel advance in the form of a ticket or money for a ticket, you must account for in advance. If you do not, you will run the risk of having the full amount deducted from your pay. Its not your money, it's all taxpayer money and the Government is tasked with tracking it to the last penny.

The first thing you need is your original orders. You can identify the original orders because it will have “ORIGINAL” stamped on it in BLUE ink. If you don't have the original orders and you only have a copy of your original orders, then you must attach a signed statement to your claim. The statement must read, “I certify that my official original travel orders are lost and if my original orders are found, no further claim will be submitted”. If you have lost your orders all together, then you have to go back to whoever issued those orders and get a copy.

Once you have your orders, you need the travel claim form. It is DD Form 1351-2, May 2011, but older forms may still be used. If you happen to be using an older form, as long as you have the bulk of the information described below on it, you should be fine. You can obtain a travel claim form by

contacting the CSU's, MSC, or Ships Purser. It's a good idea when you are issued your travel orders, to ask for a travel claim form at that time. One is usually attached with your orders.

With the travel claim form and travel orders laid out, you now need to put all your receipts in order. It's easiest to do this in chronological order from the day you departed on your travel to the time your travel ended. Tape your receipts to a blank piece of paper and write your name at the top of the paper. Once you have done that, it's time to start the travel claim form.

TRAVEL CLAIM CHECKLIST FOR CIVMARS

- Temporary Duty Travel Authorization (ORDERS - DD1610)
- Stamped Endorsements needed for:
 - School Attendees
 - Ship Assignment endorsed by Master or Purser upon arrival to ship
- Computer Generated Flight Itinerary, SATO or all itinerary for tickets purchased by Mariner
- Certification statement if any of the above documents are lost, or destroyed, etc.
- Travel Voucher or Subvoucher, DD1351 (The Travel Claim form)

DOCUMENTATION REQUIRED

- Airline ticket expense receipt and all itineraries plus copy of ticket purchased if paid for by CIVMAR
- All Lodging receipts - BOQ/BEQ, Hotel/Motel receipts regardless of amount MUST cite the following:
 - Name
 - Location of lodging
 - Daily room rate
 - Period of stay
 - Amount paid and zero balance
- Taxi/limo/shuttle receipts for fares of \$75.00 and up

- Rental auto receipts required, must show amount paid, the pre-calculated is not acceptable. All the receipts for gas purchased, all rental autos must be authorized on orders and on itinerary from SATO.

Amendment (mod) to orders is required when change in dates traveled, or itinerary differs from dates authorized, mode of travel differs from block 12 or any reason that may effect the reimbursement of funds.

Block 1 - is for PAYMENT, you must mark the Electronic Fund Transfer box. All advances and reimbursed funds are paid out in direct deposit. Be sure to notify the Travel Claim section, and your payroll technician if you change your account to a different bank or account. Fail to do this and you run the risk of your funds being misdirected or not received.

Blocks 2 - 4 - your personal information

Block 5 - mark the TDY box since all of our travel as mariners is temporary in nature.

Block 6 - your mailing address

Block 7 - a number where you can be reached, helpful if travel has questions when liquidating the claim

Block 8 - your TRAVEL ORDER NUMBER, you can find that on your travel orders in the lower right hand corner (block 22 on the travel orders) and it will have the letters "TON" in it somewhere.

Block 9 - any TRAVEL ADVANCES you may have received

Block 11 - ORGANIZATION, you can write MSC or the ship you are coming from or going to.

Skip Blocks 10, 12, 13 and 14 - DEPENDENTS and HOUSEHOLD GOODS. Proceed on to the next entry.

Block 15 - ITINERARY, this is where it gets interesting. In this block are several columns that describe your journey in a chronological order. You may make several stops en route to your final destination. Use your SATO travel Itinerary and receipts to help you enter the timeline to document your trip.

Where it says "Date" at the top of the column (a), write in the year. Starting on the first line, enter the month and day under the Date column. Next to "Dep" or in the "Place", column (b) write in point of departure, where you left from. Then take a look at your orders, whatever it says on your orders under "From" on the Itinerary (travel order block 11) is the "Place" where you start your travel claim, write in your starting point.

The next column is the “Means/Mode of Travel”. This is a two-letter code that identifies how you actually left the starting point. These codes are shown on the reverse side of your travel claim and in this instruction next paragraph. The first letter identifies the means of travel, such as a Government vehicle (“G”), commercial travel that has been pre-paid by the Government (“T”), commercial travel purchased by you (“C”), or travel in a vehicle that is privately owned (“P”). The second letter is the mode of travel, whether by car (“A”), motorcycle (“M”), bus (“B”), airplane (“P”), train (“R”), or ship (“V”).

Putting this together, it pretty much goes as follows:

Mode of Travel

CA Cab

CA Rental Auto

GB MSC (Government) provided Van/Bus transportation

PA You drove your own car

CP You paid for your own plane ticket

TP MSC (Government) paid for the plane ticket

You will notice that the next column (“Reason for Stop”) is grayed out. This is because you haven’t finished yet. Go to the next line down.

This may be your final destination or it may be just a place where you are waiting for the next leg of your journey. If you took a taxi from the CSU to the airport, then the airport is your first stopping point. Next to the “ARR”, fill in the date under the “Date” column. Then write in the name of the stopping point. You will notice that the “Means/Mode of Travel” column is grayed out on this line. This is because you are no longer traveling. So now you must fill in the “Reason for Stop” column.

The codes to indicate this are as follows:

Reason for Stop

AT Awaiting Transportation (for the plane to take off, or taxi)

MC Mission Complete

TD Temporary Duty

Don’t bother with the “Lodging Cost” column (you can claim lodging later on the form) and the final column, “POC Miles”, is used only if you have utilized a Privately Owned Conveyance for that leg of

travel, usually your auto (PA, PM, PP, PV, etc). Write in the number of miles you utilized your vehicle for that leg of the journey, note the number of miles in column (f).

Go on to the next line. Notice that the area for "Place" aligns with both an ARR time and a DEP time. Since you are now departing this first stopping point, simply fill in the date, and "Means/Mode of Travel" columns. Continue filling out Block 15 until you are "MC" at your final destination.

Block 16 - is for POC (Privately Owned Conveyance) TRAVEL, and if you used one and are claiming miles, you must mark if you own/operate the vehicle or if you were a passenger.

Block 17 - DURATION OF TDY TRAVEL, asks how long your travel was, mark how long your trip was, 12 hours, more than 12 but less than 24 or over 24 hours.

Block 18 - REIMBURSABLE EXPENSES, is where you ask for reimbursement for out of pocket expense. Using your receipts, list the date of the expense in the "Date" column. In the "Nature of Expense" column you would write down what the expense was. Some examples are, "Taxi to/from airport", "Rental Car", "Tolls", "Lodging/Hotel", and "Airfare".

NOTE:

- If you were not provided air fare at Government expense and needed to purchase a ticket from the ship's agent or other travel agency, and were given an advance when departing from the ship for this purpose, be sure to indicate the ticket cost here.
- If an advance was indicated on your orders and the funds were given to the agent for your ticket, be sure to claim that cost here also.
- If a rental auto was used, be sure to include the SATO Itinerary showing CAR, you should not have expenses for LDW (Lost Damage Waiver), Hand Held GPS, ALI (Additional Liability) or Gas Service Option; if you do have them, you will not be reimbursed for them, as these items are not reimbursable to you.
- If it is a rental car for a few days, indicate the dates like "01 Jan thru 05 Jan rental car". In the "Amount" column, write in the amount of the expense.
- If your expense is in a foreign currency, write the amount in local currency in the "Nature of Expense" column and be certain travel understands this expense is shown in foreign currency. For example, "Taxi to airport, 25 DINARS," leave the column marked "Allowed" blank.

Block 19 – GOVERNMENT/DEDUCTIBLE MEALS, is best left blank, you will generally be on a per diem for meals and travel understands this.

Block 20 – calls for your signature and date. If you don't sign it, you won't get paid so make sure you SIGN and DATE the form.

Leave the rest of the form blank, the person who will be processing your travel claim will fill it in. Make a copy of the completed travel claim, orders, itinerary and all your receipts for your records. Then, collect your originals and place the completed claim sheet on top of your original orders. Place your receipts behind the orders. Having them in chronological order will help the processor find them easily.

REMINDERS:

- Travel voucher DD 1351-2 must be signed and dated by traveler, or it will be returned.
- Form 1164 claim is required for local miles in/around TDY area.
- Unused tickets must be returned with original orders and a completed 1351-2.

TO FILE A CLAIM

1. Travel claim forms can be obtained from MSC, the CSU's or the ship's Purser.
2. Make a copy of your completed travel claim voucher, orders and all of your receipts.
3. Tape small receipts in chronological order to a blank sheet of paper to prevent any loss.
4. Place the completed travel claim voucher form on top of the original orders. If you only have a copy of your orders, write a signed statement that says: "I certify that my original travel orders have been lost and if found, I will not resubmit this claim." If you don't have either, you will need to request a replacement copy.
5. Place your receipts chronologically behind the travel orders.
6. Mail claims to:

MSC Travel Section N843
471 East C. Street, Bldg. SP-64
Norfolk, VA 23511-2419

Or email scanned images of travel claims to: msc_travel@us.navy.mil
Or fax your claim to: 757-443-2164.

TRAVEL VOUCHER OR SUBVOUCHER			Read Privacy Act Statement, Penalty Statement, and instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT ☒ Electronic Fund Transfer (EFT) ☐ Payment by Check		Split Disbursement: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. Pay the following amount of this reimbursement directly to the Government Travel Charge Card Contractor: \$				
2. NAME (Last, First, Middle Initial) (Print or Type) LAST NAME, FIRST NAME, MIDDLE INITIAL		3. GRADE GS-??	3. SSN	LAST 4		4. TYPE OF PAYMENT (If as applicable) ☒ TDY ☐ Member/Employee ☐ PCS ☐ Other ☐ Dependent(s) ☐ DLA
6. ADDRESS , a. Number and Street SHIP/CSU or HOME ADDRESS		b. City	c. State	d. ZIP Code		10. FOR D.O. USE ONLY a. D.O. Voucher Number b. Sub-Voucher Number c. Paid By d. Computations
7. DAYTIME TELEPHONE NUMBER AND AREA CODE ()		8. TRAVEL ORDER NUMBER COPY FROM LINE 22 OF TRAVEL ORDERS		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES DO NOT WRITE HERE		11. ORGANIZATION AND STATION MSFSC
12. DEPENDENT(S) (If as applicable and complete as applicable) a. Name (Last, First, Middle Initial) ☐ DO NOT WRITE HERE ☐ ☐ ☐ ☐ ☐		b. Relationship	c. Date of Birth or Marriage	13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) DO NOT WRITE HERE		
15. ITINERARY a. Date b. Place (Home, Office, Base, Activity, City and Country, etc.) c. Means/Mode of Travel d. Reason for Stop e. Lodging f. POC Miles		g. Summary of Payments (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursement Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? ☐ Yes ☐ No (Explain in Remarks)			
16. POC TRAVEL (X one) ☐ Own / Operate ☐ Passenger		17. DURATION OF TDY TRAVEL ☐ 12 hours or less ☐ more than 12 hours but less than 24 hours ☐ More than 24 hours	19. GOVERNMENT / DEDUCTIBLE MEALS a. Date b. No. of Meals a. Date b. No. of Meals			
18. REIMBURSABLE EXPENSES a. Date b. Nature of Expense c. Amount d. Allowed		IF YOU BOUGHT YOUR OWN AIRPLANE TICKET, CLAIM IT HERE. IF YOU WERE ISSUED AN ADVANCE TO PURCHASE A PLANE TICKET YOU MUST CLAIM IT HERE. YOU MUST HAVE ALL ITINERARIES. YOU MUST HAVE A RECEIPT FOR ALL EXPENSES \$75 OR MORE. YOU MUST HAVE A RECEIPT FOR ANY LODGING.				
20a. CLAIMANT Signature		20b. DATE				
c. REVIEWER'S PRINTED NAME		d. REVIEWER'S SIGNATURE		e. Telephone Number		
21a. APPROVING OFFICIAL'S PRINTED NAME DO NOT WRITE HERE		b. Signature		c. Telephone Number		
22. ACCOUNTING CLASSIFICATION DO NOT WRITE HERE:		d. Date				
23. COLLECTION DATA DO NOT WRITE HERE		e. Date				
24. COMPUTED BY		25. AUDITED BY		27. RECEIVED (Payee Signature and Date or Check No.)		
26. TRAVEL ORDER POSTED BY		28. AMOUNT PAID				

OBTAINING A RENTAL VEHICLE

Per DoD policy, it is mandatory to obtain rental vehicles (except for aircraft or bus) through the Commercial Travel Office (CTO), when the CTO is available (ref JTR Appendix O T4030). In accordance with the government traveler's entitlement, the Defense Travel System (DTS) default for rental car is set for a compact car. Travelers should select the least costly rental car at time of booking. Travelers are required to provide justification if they select a car size larger than compact, and/or do not select the lowest priced rental car.

Travelers requiring a larger vehicle must specify in the comment section going to the CTO and include justification for Approving Official's (AO) approval. The AO must ensure that the traveler provides adequate justification for any rental car requirements above a compact vehicle. Travelers may sometimes get a message that rental car or government rates are not available. In this case, the traveler should request a rental car in the comments section to the CTO. Travelers should also request a rental car on the premises of the airport, if this is a requirement. Currently, only rental cars at airport locations are listed in DTS. If the traveler requires a rental car at an off-airport location, the traveler should request a rental car in the comment section, being sure to specify the specific location and time they would like to pick the car up.

Per DoDI 5154.31, Volume 4, a Government Travel Charge Card/individually billed account (GTCC/IBA) cannot be used for any leisure travel expenses. Therefore, if travelers are combining leave in conjunction with official Temporary Duty Assignment (TDY), the traveler should not reserve their rental car in DTS for any leave days. If the leave is prior to the start of the TDY, the rental car pick up should be delayed until the Official TDY start date.

At the discretion of the AO, a rental car may be authorized when required to meet the mission. When two or more individuals are traveling to the same TDY location, only one rental car is authorized. The type of rental car authorized is determined by the number of personnel attending the event as follows:

NUMBER OF PERSONNEL RENTAL CAR AUTHORIZED

- 2 - Economy/Compact or equivalent
- 3 - Mid-size or equivalent
- 4 - Full-size or equivalent
- 5 or more - Van or equivalent

RENTAL CAR COSTS

When choosing the rental car from the list provided in DTS, the total amount of the vehicle costs shall not exceed \$25.00 above the lowest rate listed.

CONFERENCE SITES

When the TAD location is at a major city, a rental car is not authorized. Public transportation shall be utilized. The AO must approve exceptions.

Pre-purchasing gas from the rental agency is not an authorized expense. No prepaid gas reimbursement.

Rental Accident Report and Rental Car Agreement are located on the DTMO Web site;

- Rental Accident Report - <https://www.defensetravel.dod.mil/site/rentalCar.cfm>
- Rental Car Agreement - <https://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf>

SAILING DAY

Sailing day refers to the ship's departure and the amount of notice you will have regarding the departure time. This is especially important information for all CIVMARs to be aware of while on liberty. Liberty is the time that you spend away from the ship while it is in a foreign port.

When planning your schedule for sailing days, please keep in mind:

- If you arrive in port for a stay less than twelve hours, the ship's sailing time will be posted at the gangway within 30 minutes of arrival.
- When the ship's stay will exceed twelve hours, sailing time will be posted eight hours prior to scheduled sailing, if before midnight. If sailing is scheduled between midnight and 0800, sailing time will be posted as soon as possible, but no later than 1700 the day prior.
- When the ship arrives on a weekend between 1700 Friday and 0800 Monday and is scheduled to sail prior to 0800 Monday, the sailing time will be posted no later than two hours after arrival.
- The sailing time will be posted no later than 1700 on Friday when the ship is scheduled to sail on a weekend between 1700 Friday and 0800 Monday.
- In the event Friday is a holiday, sailing time will be posted prior to the holiday.
- If Monday is a holiday, the following Tuesday will be substituted in lieu of Monday.
- Whenever the ship's departure time is changed, the new time of departure will be immediately posted.

Normally, liberty expires one hour prior to sailing time. Therefore, plan accordingly. Do not forget to have your CAC with you at all times while on liberty.

When assigned to a ship, the authority to grant liberty is vested in the Master, contingent upon work requirements, authorized port restrictions, and possession of leave hours, etc.

Should you miss the ship's sailing, which is grounds for separation from MSC service, you should report immediately to the nearest MSC office liaison or Ship's Agent. If there is no such office in the port, go directly to the American Consulate for assistance.

Upon arrival to the ship, climb the accommodation ladder (gangway) to report to the Gangway Watch. The Watchstander will notify the Department Head of your arrival and provide an escort to your room for you to leave your possessions. Report to the Purser or Master to receive your bunk card that identifies your position title and billet number. Your billet number identifies your fire, lifeboat or life raft number and damage control stations. You may be required to work immediately upon arrival. If not, learn your ship, emergency stations and emergency exit routes. Become familiar with your ship immediately!

SUBSISTENCE¹⁶

Subsistence in kind aboard ship shall include three nutritious meals per 24-hour period. Meals shall be the same in the quality and quantity for officers, Chief Petty Officers (CPOs) and other ratings. When CIVMARs have the use of three separate subsistence accommodations, officers, CPOs and other ratings, respectively, shall be subsisted in separate accommodations insofar as practicable. When CIVMARs have the use of two separate subsistence accommodations, officers shall be subsisted in one accommodation with CPOs and other ratings in the other accommodation.

QUARTERS¹⁷

CIVMARs will be provided with sleeping quarters and restroom facilities with functional heat, light, hot and cold water and linen service seven days a week while assigned to a ship. Living conditions on MSC ships are generally consistent with current maritime industry standards.

Subsistence (cash in lieu) and Quarters (S&Q) will be provided to eligible CIVMARs who do not live in the local commuting area to the respective CIVMAR Support Unit and also to those attending

¹⁶ CMPI 593 defines Subsistence and Quarters.

¹⁷ CMPI 593 defines such accommodations and associated bonuses.

training at Training Center East and West. Specific proof of an established residence outside the commuting area is required for authorization of S&Q.

SHIP'S STORE AND EXCHANGE PRIVILEGES

While underway and in port, you will have access to the ship's store. Most MSC ships are fitted with a ship's store where essential items, such as toiletries, ship's ball caps, candies, clothing, etc., may be purchased. Hours of operation are set by the ship's Master and store operator; typically the store is open a minimum of 1 to 3 hours each day during at-sea periods, depending on the size of the ship's crew. All purchases will be made using cash only. Personal checks are not accepted at the ship's store. If the CIVMAR is in need of cash, they can cash a personal check with the ship's Purser.

As a CIVMAR traveling outside the United States (including Alaska and Hawaii) you have Post/Base Exchange privileges, which are extended to military personnel. CIVMARs residing on MSC ships also have limited Post/Base Exchange privileges in CONUS ports. These CIVMARs will be issued a DD Form 2574, Armed Forces Exchange Services Identification and Privilege Card by the ship's Purser, to authorize the carrier to shop at the Exchange. The Exchange services operate like small convenience stores where you can buy clothing, toiletries, snacks, etc. These are privileges that should be used responsibly.

WELFARE AND RECREATION PROGRAM

The majority of our ships also offer a lounge, library, and weight room for CIVMARs to use during leisure time. Please remember these items are available for use by all CIVMARs, so it is important to keep them in good condition.

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Page 60

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

7. MEDICAL REQUIREMENTS

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PHYSICAL EXAMINATION

MSC shipboard duties are often strenuous and require extended periods at sea. Medical requirements have been developed to protect the health and safety of all MSC civil service mariners (CIVMAR). Any applicants applying for positions that would require them to work aloft will be required to meet specific weight restrictions in order to be considered for employment as a CIVMAR. All CIVMARs will be screened prior to assignment to a ship to review their current medical status. These are the different screenings MSC requires:

- **The USCG 719K for all ratings to STCW standards.** Each CIVMAR will complete the MSC Medical screening questionnaire (MSQ) upon hire, every five years until age 50, and then every two years thereafter.
- **Medical Surveillance Program (MSP) exams for occupational health surveillance.**

MSC required examinations MUST be completed by agency contracted providers at Military Treatment Facilities, Federal Occupational Health facilities, or other contracted clinics. These can be scheduled through the CIVMAR Support Center or through your MSO/MDR onboard. Examinations done by providers other than those specifically authorized by MSC will not be accepted to satisfy MSC requirements. Mariners will not be financially reimbursed for the cost of any unauthorized medical exam for which they paid.

The Medical Services Officer (MSO) and Medical Department Representative (MDR), will conduct a medical screening of the mariner upon arrival and departure from the ship to determine if any examinations are required.



MEDICAL REQUIREMENTS

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DISEASE RISK AWARENESS

Overseas travel will expose you to a variety of people and environments, which may increase your risk for a communicable disease. Many different diseases can be acquired from people, insects or animals, as well as from food and water. Diseases that are rare in the United States may be prevalent in many third world countries. Tuberculosis is an ever-present danger throughout many parts of the world. Of particular importance is the increasing threat of serious or terminal diseases such as HIV and Hepatitis. HIV and Hepatitis can be contracted by sexual contact; or by sharing needles, razors, tooth brushes, etc.; or by devices used in body piercing and tattoos.

Special immunizations may be required to enter certain ports or sail in particular areas of the world. If you have previous vaccination records, you should submit them to review by MSC medical personnel, as some may be transcribed into your record and may prevent the need for re-vaccination.

Your MSO will have access to the latest medical intelligence and worldwide disease risk assessments. Before any port calls, the MSO will provide a briefing to all hands on health issues and make available any preventative measures needed. Crewmembers taking extended liberty or leave in a foreign port should consult the MSO prior to departure for any disease risk information, immunizations or other medical entrance requirements.

MEDICAL CARE

On most ships, there is a MSO onboard who is able to provide medical care for minor injuries or illnesses. In the event of a serious illness or injury requiring more sophisticated treatment, the MSO will assist in seeking medical care from federal health care facilities or private sources, as appropriate.¹⁸

¹⁸ See Health Insurance - chapter 10

If you get sick or injured on the job, immediately inform your Supervisor or Department Head before the start of your shift if possible. She/he will advise you of the forms to submit, complete a Department of Labor Form CA-1, if applicable, approve any use of sick leave and revise the work schedule in order to redistribute the workload in your absence. To cover non-work related injuries or illness while overseas, it is strongly recommended that you have international insurance coverage. Mariners have incurred significant medical expenses overseas in dealing with non-work related medical conditions that MSC does not pay for.

Prompt reporting of injuries not only protects you, but also assists MSC in correcting potentially hazardous conditions. You may also be entitled to benefits through the Office of Workers' Compensation Program (OWCP), U.S. Department of Labor.¹⁹

In all events concerning sick leave, you will be required to submit a medical summary form from your physician to the MSC Medical Office in Norfolk to support the sick leave request and approval by your Marine Placement Specialist.

If you are in a Not Fit for Duty (NFFD) status for any reason, DO NOT assume that because your personal doctor has written Fit for Duty (FFD) that you can report to duty. Only the MSC Medical Office determines fitness for duty. Once you have been found FFD by MSC Medical, you should contact your MPS regarding orders or reporting to the pool. PLEASE CONFIRM YOUR STATUS WITH YOUR MPS BEFORE REPORTING TO DUTY.

If you have been medically repatriated off a ship due to a work-related injury, you must keep MSC Medical Office updated, as well as the OWCP/Health Benefits staff. Contact Force Medical at 757-443-5760 or contact the CSC at 800-793-5784 with any questions during your period of repatriation.

The Medical Office can change duty status (fit or non-fit), but cannot authorize leave. Leave desired (Sick Leave, Annual Leave, Leave Without Pay) must be requested through your MPS. It is Force Medical's expectations that every CIVMAR is responsible for seeking the appropriate care for his/her own medical conditions at the direction of his/her own treating provider and for maintaining their required medications. Certain conditions will require submission of a Medical Summary Form (MSF) from a treating provider. every 6 months or as requested. If you are onboard ship and your periodic evaluation of your chronic medical condition is coming due, it is your responsibility to ensure that you ask for a timely relief or ship's leave in order to complete the required follow-up evaluations. Medical Summary Forms are available from MSO's, or can be downloaded from the MSC website at <https://civmar.sealiftcommand.com/resources/forms>. Prior to assignment, CIVMARs are expected to have a six month supply of any necessary prescriptions, or have a reasonable means to obtain required medications while assigned. When traveling, prescription medications should always be carried with you and not packed in checked baggage. CIVMARs are responsible for notifying Medical of any changes in their medical condition and medications.

¹⁹ See Workers' Compensation - chapter 10

MEDICAL REQUIREMENTS

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Safety eye glasses may be ordered for you at MSC's expense if required for your job. Contact your Supervisor on the ship with the current written prescription so they can make this request. Safety glasses are provided through the Safety Department in accordance with current SMS policy.

DENTAL CARE

You are advised to have routine dental examinations and care accomplished while on leave or prior to deploying in order to avoid repatriation while assigned to a ship. MSC does not provide dental services onboard ship, refer to your health insurance/dental plan.²⁰

NOTE: If you should have any medical questions or concerns, please contact the CSC at 1-877-CIVMAR-1 or MSC Medical Office in Norfolk at 757-443-5760.

²⁰ See Health Insurance and Dental Plans - chapter 10

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8. HOLIDAYS AND PAY

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HOLIDAYS

For pay purposes, when a holiday falls on Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday. The eleven legal holidays for CIVMARs are:

- New Years Day (January 1st)
- Martin Luther King, Jr.'s Birthday (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Columbus Day (2nd Monday in October)
- Veteran's Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25th)

Also, when by Executive Order or other means a holiday for leave and pay purposes is granted to all Federal Government civilian personnel, U.S. CIVMARs will also be granted a holiday for leave and pay purposes unless otherwise prohibited.

PAY

Base pay is pay you earn commensurate with the size, level of automation, and type of ship.

Premium pay is additional compensation over and above base pay to include overtime, penalty pay, hazardous pay and bonus provision(s). See CMP1610 for more specifics on hours of work and premium pay.

CIVMARs are paid on a biweekly pay period, 112 hours basis, with pay every other Friday. There are normally 26 pay periods per year.



HOLIDAYS AND PAY

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If you are not able to be relieved as scheduled, you may be entitled to an Overdue Relief Award. The Overdue Relief Award is payable at the rate of \$25.00 per day (for days 1-45) and accrues beginning when you arrive at the first port after overdue date (date you requested to be relieved) and ends when you have been relieved and you depart the ship. The rate increases to \$50.00 per day for day 46 and thereafter.

Hazardous pay may be payable under certain dangerous conditions when 50 short tons or more of explosives or dangerous cargo are aboard ships, or when you are required to handle explosives or dangerous cargo. You may be entitled to hazardous pay²¹ at the rate of 10% of basic pay. Any questions about premium pay must be addressed with your MPS, Purser, or Master (on ships without Pursers).

In order for you to be paid, time and attendance (T&A) data must be submitted to Defense Finance And Accounting Service (DFAS)-Cleveland. If you are in the pool, training, or on leave, your respective MPS will submit your T&A. If you are onboard a ship, the ship's Purser or Master will submit your T&A. Follow your chain of command for questions regarding pay.

Federal taxes are deducted as calculated on the Withholdings Allowance Certificate Form (W-4) that is completed during New Employee Orientation (NEO). If you claim 'exempt' or more than 10 exemptions, a new W-4 must be submitted at the beginning of each year.

Please note all changes following the initial submission must be completed through DFAS.

MYPAY

All CIVMARS are required to be on MyPay. CIVMARS will be able to access the MyPay Website, <https://mypay.dfas.mil/mypay.aspx>. The MyPay Tutorial is also available via the MSC website at <http://civmar.sealiftcommand.com>. Follow the MyPay Tutorial link under Quick References. Information on MyPay was included on Human Resource Advisory 2014-3 dated 30 May 14. CIVMARS assigned to ships are encouraged to establish a MyPay account and to use the MyPay website prior to requesting CSR assistance. Once access has been obtained, you can make changes to direct deposits, allotments (up to eight), federal and state taxes and payroll mailing address. Leave and Earnings Statements (LES) can be printed up to 26 pay periods as well as W-2 Income Tax Forms.

²¹ See Hazardous Pay, CMP1 610

Retired Military have one MyPay account, and once logged in to MyPay, he/she will be able to see two Account choices: 1) Military Retiree Pay Account and 2) Military Sealift Command Pay Account.

If shipboard CIVMAR is unable to access MyPay, please contact the Military Sealift Command Global Service Desk: MSCGSD (msc_gsd@us.navy.mil) or call 877-672-2441 or 757-227-3923. Ensure specific information pertaining to inability to access MyPay (i.e. Connectivity, screen shot errors, etc) is provided to the service desk. The service desk will open a ticket, provide customer a service ticket number and assist or elevate issue. If access issue cannot be resolved by 11 June, 2014, submit request to CSR to process CIVMAR's MyPay action. Written (email, fax) request must indicate:

- An attempt to access MyPay was unsuccessful
- The incident was reported to MSCGSD
- The MSCGSD service ticket number

Effective immediately ships and CIVMARS may submit inquiries to the new CSR mailbox, msc_csr_afloat@us.navy.mil. Any emails sent to CSR mailbox should include ship name in subject line.

After payroll is processed, a Leave and Earnings Statement (LES) file is transmitted to the ship's Purser or Master to print and distribute to each mariner onboard the ship. If a mariner is on leave or in the pool, the LES will be mailed to his/her current mailing address on record. If you do not receive a LES, please immediately contact the CSC at 1-877-CIVMAR-1.

All CIVMARS are required to participate in direct deposit/electronic funds transfer as the method of all payment from DFAS-Cleveland. Pay is electronically deposited to an account with a financial institute as designated by the CIVMAR on the Direct Deposit Sign Up Form, Standard Form-1199A completed during NEO.

MSC allows CIVMARS onboard ships to make a draw (receive cash) against their earnings to date (including premium pay) within the current pay period. The maximum amount a CIVMAR may draw is 50% of gross pay earned as of that date. To request a draw, contact the Purser, or the Master.

PAY AND LEAVE DISCREPANCIES/DISPUTES

If you are aboard ship and notice leave and pay discrepancies, contact your supervisor. If you are not assigned to a ship, contact your MPS or the CSC.

The premium pay dispute form is the document used for CIVMAR question(s) concerning the applicability of CMPIs with regard to pay.²² Accordingly, all premium pay dispute forms shall be submitted to the Purser, or Master (on ships without Pursers) within 30 days of the time in dispute. The Purser shall ensure that the respective Department Head and Master complete each section as appropriate and forward this form to Labor Employee Relations (LER) at msc_hr_ler@us.navy.mil within 15 days for final resolution. Where a dispute exists concerning whether premium pay work was assigned or performed, the questions will be resolved under the provisions of the applicable negotiated grievance procedure.

GARNISHMENTS

Federal law authorizes the pay of civilian employees of the Federal Government to be garnished (or attached) for the payment of child and/or spousal support or the repayment of legal debt, in accordance to 5 C.F.R. Part 581 and 582. In order to implement a garnishment or wage attachment against any civilian employee, an income withholding order, or similar process, must be served.

DFAS-Cleveland receives numerous requests for information with respect to garnishment of civilian employees wages. The following is provided for guidance and information with respect to the agency's requirement to implement all valid orders for mandatory wage withholding for support and commercial debt.

Garnishment Orders for Support — MSC employees, whether shoreside or afloat, are designated as federal employees. Pursuant to 15 USC 1673 and SECNAVINST 7200.16, the agency is required to honor any order for the support of any person issued by a court of competent jurisdiction or in accordance with an administrative procedure. In addition, 15 USC sets forth the percentage of an employee's pay that the agency can withhold.

Garnishment Orders for Commercial or Private Debt — Through Section 9 of Public Law 103-94, Hatch Act Reform Amendments of 1993, Congress authorized the garnishment of federal civilian employee's wages for commercial debts. Once a private debt has been reduced

²² See CMPI 610.19.

to a judgment by a court of competent authority and a Garnishment Order is properly serviced upon the agency, the agency will honor it. For purposes of this law, a commercial or private debt is any debt owed for other than child support or spouse support.

Process — When DFAS-Cleveland receives a Garnishment Order, it is reviewed by the Office of Counsel to ensure that the order is legally sufficient, has been properly served upon the agency, and that it specifically requires the agency to withhold a specific amount of money from an employee's bi-weekly salary, until such time as the agency receives an amended or modified order from the court having jurisdiction. Garnishment Orders for support payments take priority over a garnishment for private debt. While the agency will advise the employee of his/her rights and responsibilities, the Office of Counsel cannot represent the employee. Because mariners are at sea for extended periods, it may be advisable to authorize someone at home, by power of attorney or other means, to ensure all private obligations are kept current to avoid the possibility of wage garnishment.

Should you have any questions concerning garnishments, contact DFAS-Cleveland Garnishment at 888-DFAS-411 (323-7411) Monday through Friday 8 AM to 5 PM EST. Pay inquiries should be directed to the CSC at 1-877-CIVMAR-1.

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9. LEAVE

The granting of leave is discretionary with the approving authority. Civilian marine personnel on annual leave are subject to recall. Specifics are covered in CMPI 630.2. When assigned to a ship, the authority to grant leave and liberty is vested in the ship's officers, contingent upon work requirements, authorized port restrictions, possession of leave hours, etc. When not assigned to a ship, the authority to grant leave is with MSC, specifically the respective MPS. Normally, such leave is granted upon the minimum completion of four-month service tour. CIVMARs must make every effort to request leave at least 60 days in advance.

Leave is accrued each bi-weekly pay period. The major leave categories are explained here.

Important note: The MPS cannot place a CIVMAR in any leave status unless a valid leave request has been submitted and approved. When a CIVMAR is sick or been found Not Fit For Duty (NFFD). It is the CIVMAR's responsibility to submit a request for sick leave to the MPS. The Medical staff cannot do this for the CIVMAR.

Annual Leave — Annual leave accrues according to the total years of federal service, as indicated on block #31 of your Notification of Personnel Action (SF-50). Those who served in the military have exceptions.

Annual leave is charged in one-hour increments. Any leave accumulated in excess of 360 hours is subject to forfeiture if not used within the calendar year. Forfeited leave may be restored provided the Employee Relations Division grants authorization as outlined in CMPI 630.2-4.

CIVMARs who fail to report to duty after an approved leave of absence may be subject to disciplinary action.²³

Annual Leave Accrual Rate:

Years of Service	Accrued Leave per Bi-weekly Pay Period	Accrued Leave Per Year
Up to 3 years	4 hours	13 days
3 to 15 years	6 hours (10 hrs in last pp)	20 days
15 years and over	8 hours	26 days

²³ See chapter 12.



Upon separation from federal service, you will be paid a lump sum for all unused accumulated annual leave, unused restored annual leave, plus any compensatory time you may have.

Shore Leave — CIVMARs also earn additional days of vacation called “shore leave” at the rate of two days of shore leave for each 7 calendar days on one or more extended voyages on MSC oceangoing ships. The CIVMAR does not earn shore leave during periods in which he/she is not assigned to a ship (i.e. in training, on leave, etc.). The minimum charge for using shore leave is one full eight-hour day; however, you may accumulate shore leave without a maximum limitation. Shore leave must be used throughout your career and not stock piled. Shore leave is lost upon separation and there is no entitlement to be paid for unused shore leave.

Sick Leave — Sick leave is used when a CIVMAR becomes ill or is injured and is unable to perform light duty. It is earned at the rate of four hours per pay period or 13 days each year and charged in one-hour increments. There is no limit to the amount of sick leave a CIVMAR may accrue in his/her career. When sick leave is diminished, annual leave may be used. If the CIVMAR does not have leave available when he/she becomes ill or injured and he/she is on a voyage, the employee is entitled to “continued pay” until he/she is returned to the CSU, MSC, or the ship returns to the port it normally operates from, whichever occurs first. “Continued pay” is essentially the employee’s base pay.

Advanced Sick Leave — An employee may request up to 240 hours (30 days) of advance sick leave to cover any unexpected medical condition. The request for advance sick leave must be submitted on a leave application, signed and supported by medical documentation. Upon return to duty status, the CIVMAR is required to pay back borrowed sick leave as it replenishes.

Sick Leave to Care for a Family Member with a Serious Health Condition — Full-time employees may use up to 40 hours (5 days) of sick leave each leave year for family care and bereavement purposes. An additional 64 hours (8 days) may be used as long as a balance of at least 80 hours of sick leave is maintained.

Sick Leave for Adoption — (Section 629 (b) of Public Law 103-329, September 30, 1994.) Federal employees are entitled to use sick leave for purposes related to the adoption of a child. In addition, employees may substitute sick leave retroactively for all or any portion of annual leave used for adoption-related purposes between September 30, 1991, and September 30, 1994.

Emergency Leave — The default authorization is 30 days and all requests for extensions must be approved in advance. The immediate family member, i.e., wife, parent, sibling, or family physician must contact the local Red Cross, provide information as to where the CIVMAR is, and explain the emergency situation.

It is important that all CIVMARs keep their family apprised of their current ship assignment and rating. The Red Cross will need this information in order to contact MSC for assistance in reaching you in an emergency situation.

The Red Cross will investigate and determine if the request is justified and valid. The U.S. Embassy can help if there is not a Red Cross in areas like The Philippines. Once the Red Cross verifies it as a valid request, the Red Cross will contact the ship, and ship's management has the authority to approve leave in emergency situations.

Upon arrival in port, the CIVMAR is responsible for calling his/her MPS for further instructions. As soon as the emergency has ended, contact your MPS by phone or written/electronic correspondence.

Although emergency leave is authorized for 30 days, you must notify your MPS if you anticipate that the situation will exceed two weeks. If the situation will require more than 30 days, contact the Labor Employee Relations to request LWOP or ask about other leave programs available.

Leave Without Pay (LWOP) — A temporary absence from duty without pay granted at management discretion upon the request of the employee.

LEAVE PROGRAMS

Listed below are the leave programs available on a case-by-case basis:

Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993, Effective on August 5, 1993) — Covered employees are entitled to a total of 12 administrative work weeks of unpaid leave (leave without pay) during any 12 month period for:

- The birth of a son or daughter and care of the newborn
- The placement of a son or daughter with you for adoption or foster care

- The care of your spouse, son, daughter, or parent with a serious health condition
- Your own serious health condition that makes you unable to perform the duties of your position

You may substitute unpaid leave for annual leave or sick leave in situations in which the use of sick leave is permitted under the FMLA.

Upon return from FMLA leave, an employee must be returned to his or her permanent position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

Leave for Bone-Marrow or Organ Donation (5 USC Section 6327 as amended by Public Law 106-56) — Each calendar year, in addition to annual or sick leave, federal employees are entitled to use up to 7 days of paid administrative leave to serve as a bone-marrow donor and up to 30 days of paid administrative leave to serve as an organ donor.

Federal Leave Sharing/Voluntary Leave Transfer (Public Law 103-103, October 8, 1993, Permanent program effective since January 31, 1994.) — Federal full-time employees may transfer accrued annual leave, not sick leave, to another federal employee who needs such leave because of a medical emergency that is likely to require an employee's absence from duty without available paid leave for at least 24 hours.

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10. MSC BENEFITS

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As a new permanent employee, there will be several benefits that you can elect to participate in. To learn about the most current benefits programs, please visit <http://www.secnnav.navy.mil/donhr/Employees/Pages/Default.aspx>.

On this website, CIVMARs will find information on:

- Life Insurance
- Health Insurance
- Dental and Vision Insurance
- Flexible Spending Accounts
- Long Term Care Insurance
- Thrift Savings Plan

There is also a direct link to the Benefits Hotline number associated with each of these benefits programs that will allow you to speak one-on-one with a specialist.

For current CIVMARs the site also features relevant information on how to update your current benefits selections and allocations.

Annuitant and Intermittent Worker information, as well as additional Benefits updates can also be found at <https://civmar.sealiftcommand.com/benefits>.

Employee Benefits Information System (EBIS) is an automated, secure, self-service web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan (TSP) contribution elections, review general and personal benefits information, and calculate retirement estimates 24 hours a day, 7 days a week.

If you separate from your position, your access to EBIS is discontinued. After you retire you must contact the Office of Personnel Management at 888-767-6738 for assistance regarding benefits changes or retirement questions.



DoN policy requires all civilian employees to make benefits elections electronically. Paper forms are not accepted for these transactions. If you need assistance with a transaction contact the Benefits Line.

THE FEDERAL EMPLOYEES' COMPENSATION PROGRAM (FECA)

The Federal Employees' Compensation Act (FECA) is a law that provides compensation benefits to civilians for rehabilitation, medical, surgical and necessary expenses to injured employees. It also provides compensation to dependents if the job-related injury or disease causes the employee's death.²⁴

Medical Benefits — An employee is entitled to medical, surgical and hospital services and supplies needed for treatment of an injury as well as transportation for obtaining care. The injured employee has the initial choice of a physician and may select any qualified local physician or hospital to provide necessary treatment or may use agency medical facilities if available. Except for referral by the attending physician, any change in treating physician after the initial choice must be authorized by the Department of Labor (DoL), Office of Workers Compensation (OWCP). Otherwise, OWCP will not be liable for the expenses of treatment.

Compensation for Temporary Total Disability — An employee who sustains a disabling, job-related traumatic injury may request continuation of regular pay (COP) for the period of disability not to exceed 45 calendar days or sick or annual leave. If disability continues beyond 45 days or the employee is not entitled to COP, the employee may use sick or annual leave or enter a LWOP status and claim compensation from OWCP.

NOTE: To obtain compensation benefits for a traumatic injury, within 30 days of the injury, complete and forward Form CA-1 (Notification of Traumatic Injury) to MSC-Benefits. If medical treatment is needed, complete Form CA-16 within 48 hours to obtain authorization from your Supervisor or Master for treatment by a physician or hospital of your choice. Medical evidence of a disabling traumatic injury must be submitted within ten workdays to receive COP benefits.

24 See additional information on the Worker's Compensation Program - chapter II

When disability results from an occupational disease i.e., a condition which develops over a period of time, the employee is not entitled to COP. The employee may use sick or annual leave or enter a leave without pay status and claim compensation.

NOTE: To obtain compensation benefits for an Occupational Disease or Illness, within 3 days of the date you realized the disease or illness was caused or aggravated by the employment, complete Form CA-2 (Notification of Occupational

Disease and Claim for Compensation) and forward to MSC-Benefits. You must submit specific detailed information and the checklist(s) (Form-35, A-H) that addresses the particular occupational diseases.

Anyone acting on behalf of an incapacitated injured employee, including a supervisor, may report the injuries by completing and signing the Form CA-1 or CA-2, and then submitting it to the employee's supervisor.

Compensation for Loss of Wages — An employee can receive compensation payments for as long as the medical evidence shows that total or partial disability is related to the accepted injury or condition. An employee must be in a LWOP status before compensation for wage loss is payable. Lost wages may not be paid until after a three-day waiting period, except when permanent effects result from the injury or where the disability causing wage loss exceeds 14 calendar days. Compensation is generally paid at the rate of two-thirds of the salary if the employee has no dependents and three-fourths of the salary if one or more dependents are claimed.

If an employee suffers a permanent injury, which prevents a return to usual work, OWCP assists in obtaining reemployment. The Vocational Rehabilitation Program assists partially disabled employee(s) in returning to work. This can be accomplished through providing such services as counseling and guidance, vocational assessment, training, and assistance. If an employee refuses to participate in the rehabilitation program, OWCP will assume that rehabilitation would have resulted in return to work with no loss of earning capacity, and then reduce the compensation to zero.

Compensation for Permanent Effects of Injury — If, as a result of employment, an employee suffers permanent and/or partial disability or disfigurement, the FECA provides a schedule of payments for the loss or loss of use of specified members, functions, and organs of the body. The schedule award is paid when the medical evidence established that the part of the body has reached maximum medical improvement. It is paid on the same basis that wage loss compensation is paid, i.e., two-thirds or three-fourths of the employee's pay rate.

Leave Buy Back — If an employee uses his/her sick and/or annual leave due to an on-the-job injury, such leave may be repurchased. Any compensation payment is to be used to partially reimburse the agency for the leave pay. The employee must also arrange to pay the agency the difference between the leave pay based on 100% of the employee's usual wage rate and the compensation payment, which is paid at two-thirds or three-fourths of the wage rate. The agency

will then restore the leave to the employee's leave record. If an employee repurchases sick or annual leave during the same tax year in which the leave was used, the amount repaid is excluded from the claimant's taxable income for the year.

NOTE: To obtain compensation for wage loss, permanent effects of injury, or leave buy back, complete Form CA-7, "Claim for Compensation on Account of Traumatic Injury or Occupational Disease," and forward to MSC-Benefits.

Compensation for Death — OWCP provides for payment of up to \$800 of funeral expenses in death claims, and \$200 to the estate for the cost of terminating federal employment status. If there is no child eligible for benefits, the widow or widowers monthly compensation is 50% of the employee's pay at the time of death. If there is a child or children eligible for benefits, the widow or widower is entitled to 45% and each child is entitled to 15%. If the children are the sole survivors, 40% is paid for the first child and 15% for each additional child shared equally. Survivor benefits are payable under workers' compensation only if the employee's death is caused by the injury for which compensation is being or could be paid. If the former employee was receiving workers' compensation benefits but had not made timely application for disability retirement (one year from the effective date of the removal-disability), no retirement survivor annuity can be paid.

Cost-of-Living Increases — Compensation payments on account of a disability or death which occurred more than one year before March 1st of each year are increased on that date by any percentage change in the Consumer Price Index published for December of the preceding year.

Settlements with Third Parties — Where an employee's injury or death in the performance of duty occurs under circumstances placing a legal liability on a party other than the United States, a portion of the cost of compensation and other benefits paid by OWCP must be refunded from any settlement obtained. OWCP will assist in obtaining the settlement and the Act guarantees that the employee may retain a certain proportion of the settlement (after any attorney fees and costs are deducted) even when the cost of compensation and other benefits exceeds the amount of the settlement.

Hearing, Review, and Appeal Rights — If an employee or his/her survivors disagree with a final determination of the OWCP, an oral hearing may be requested in writing within 30 days of the decision. The employee will be given an opportunity to present an oral hearing or written evidence in further support of the claim. An employee may request review of the written record by a hearing representative appointed by the Director of OWCP (also within 30 days of the decision letter). A

request, in writing, that OWCP reconsider its decision, must be made within one year of the date of the decision and sent to the appropriate district office. The employee or survivor may also request review by the Employees' Compensation Appeals Board (ECAB). Because the ECAB rules solely on the evidence of record at the time the decision was issued, no additional evidence may be presented.

WORKERS COMPENSATION

The Federal Employees' Compensation Act (FECA) established the Workers' Compensation program for federal Government employees. The U.S. Department of Labor administers the FECA program. Within the Department of Labor, the Office of Workers' Compensation Program (OWCP) is responsible for the adjudication of claims. FECA covers all civil service mariners of MSC, except those who are ill or injured due to willful misconduct, intoxication, or self-inflicted or intentional injury or death.

If you incur a work-related traumatic injury or occupational illness/disease onboard ship you may file for Workers' Compensation. A traumatic injury is defined as "a wound or other condition of the body caused by sudden external force." Work-related injuries must be filed within three (3) years from the date of injury. The claim must identify the time, place of occurrence, and member of the body affected. Occupational illness/disease must have occurred, over time, in the performance of your duties and be causally related to the factors of employment. You should immediately report all injury/occupational notifications to your supervisor and seek medical care from the Medical Service Officer (MSO) onboard ship. If you require further medical treatment, Form CA-16 (explained below) should be completed within four hours, but not later than 48 hours after the injury. Upon notifying the MSC Injury Compensation Program Administration (ICPA) Benefits Branch POC for authorization, an employee who sustains a job-related traumatic injury may be entitled to receive Continuation of Pay (COP) for a period not to exceed 45 calendar days (which includes Saturdays, Sundays and holidays) pending medical reports which reveal total temporary disability from work. Your responsible ICPA authorizes COP and it is paid by the agency payroll office without interruption.

Benefits and/or compensation are payable to a claimant through the DOL for lost wages, a loss of wage-earning capacity, a permanent physical impairment, medical treatment, medical examinations conducted at the request of OWCP as part of the claims adjudication process, and vocational rehabilitation services. Benefits and/or compensation are also payable to beneficiaries for an employee's death, services of an attendant and funeral expenses but do not include COP. As soon as

your physician declares you fit for duty, your medical status will be reviewed by the agency Fleet Medical Officer (FMO) and a determination of fit for full duty at sea will be rendered. You will then be restored back to duty and your compensation case will be closed.

When filing a claim you need to know the following steps to take:

1. Report the incident to your supervisor;
2. Obtain first aid or medical treatment and fill out the appropriate claim forms;
3. Establish the essential elements of your claim by meeting the “burden of proof” such as: timely filing of the claim, the injury occurred as reported, the injury was in the performance of duty and your condition or disability is related to the injury or factors of your employment;
4. File your claim for compensation with your ICPA listed below;
5. Return to work as soon as allowed by your physician and the FMO.

Contact the CSC at 1-877-CIVMAR-1 to reach your ICPA.

FEDERAL WORKERS’ COMPENSATION GUIDE AND WEBSITE(S)

List of Forms, Definitions, and How to Use Them:

CA-1 (Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation)

Purpose: serves as a report when an employee has sustained a sudden, traumatic injury which is likely to result in lost time and/or incur medical expenses. Employee must submit within 30 calendar days (but, will meet statutory time requirements if filed no later than three years after the injury). Claims must be filed within 30 calendar days to be eligible for COP. Available at: <https://www.dol.gov/sites/dolgov/files/owcp/regs/compliance/ca-1.pdf>

CA-2 (Federal Employee’s Notice of Occupational Disease and Claim for Compensation)

Purpose: serves as a report when an employee has, over time, developed a condition in the work environment that is an occupational disease/injury which is likely to result in lost time and incur medical expenses. Employee must submit within 30 calendar days (but, will meet statutory time requirements if filed no later than three years after the injury). These claimants are not entitled to COP. Available at: <http://www.dol.gov/owcp/regs/compliance/ca-2.pdf>.

CA-2a (Notice of Employee's Recurrence of Disability and Claim for Pay/Compensation)

Purpose: notification that an employee, after returning to work, is again disabled due to a prior injury or occupational disease.

CA-7 (Claim for Compensation on Account of Traumatic Injury or Occupational Disease)

Purpose: claim for compensation benefits. Benefits include:

1. Lost time used by leave taken during the period of disability (leave buy back);
2. Injury resulting in permanent impairment involving the total or partial loss, or loss of use, of certain parts of the body or serious disfigurement of the face, head, or neck;
3. Loss of wage-earning capacity has resulted (Leave Without Pay status).

This form must be accompanied by the attached CA-20 Attending Physicians Report.* Available at: <http://www.dol.gov/owcp/regs/compliance/ca-7.pdf>.

CA-16 (Authorization for Examination and/or Treatment)

Purpose: authorizes an injured employee to obtain examination and/or treatment for up to 60 days. The supervisor should complete the front of the form within four hours of the request whenever possible. Where there is no time to complete the form, the supervisor may authorize medical treatment by telephone and send the completed form to the medical facility within 48 hours. The employee may initially select the medical provider of his/her choice but must obtain approval from DOL for any change in providers.

CA-17 (Duty Status Report)

Purpose: interim medical reports, which contain information as to the employee's ability to return to any type of work. Available at: <https://www.dol.gov/agencies/owcp/FECA/regs/compliance/forms>

***CA-20 (Attending Physician's Report)** Available at:
<http://www.dol.gov/owcp/regs/compliance/ca-20.pdf>.

Additional information about workers compensation is available at the MSC web site at <https://civmar.sealiftcommand.com/benefits/workers-compensation>.

If you have any questions, call the Customer Support Center at 1-877-CIVMAR-1 between 7:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday, excluding holidays. You may also send your email questions to civmar@sealiftcommand.com.

STUDENT LOAN REPAYMENT PROGRAM (SLRP)

MSC may authorize student loan repayments as an incentive to recruit highly qualified Non-Federal candidates or retain highly qualified employees likely to leave for employment outside the Federal government. Use of the SLRP will be limited to situations when it is needed to recruit or retain employees for hard-to-fill positions. The loan must have been disbursed prior to the signing of a service agreement and approval of a SLRP payment. Eligible employee/selectees may be considered for student loan repayment benefits up to \$10,000 per fiscal year, with a \$60,000 lifetime maximum for any individual. Loans eligible for repayment must be made, insured, or guaranteed under the Higher Education Act of 1965; or a health education assistance loan made or insured under part A or E of Title VII of the Public Health Service Act.

Loans covered under the Higher Education Act and Public Health Service Act consists of Federal Stafford Loans - including Federal subsidized, Federal unsubsidized, direct subsidized, and direct unsubsidized loans; Federal Consolidation Loans - direct subsidized, direct unsubsidized, and Federal Consolidation Loans; Defense Loans - made before 1 July 1972; National Direct Student Loans - made between 1 July 1972 and 1 July 1987; The Nursing Student Loan Program; The Health Profession Student Loan Program; and The Health Education Assistance Loan Program.

Selectees/employees will be required to complete three years of service for one year of benefit. Additional student loan repayment benefits may be authorized with additional service requirements. For more information or questions regarding eligibility, please email: msc_hr_slrp@us.navy.mil.

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TRAINING OPPORTUNITIES

MSC offers internal and external training opportunities to all CIVMARs in accordance with current MSC policy and requirements for specific ratings and ship classes. Internal training opportunities typically include classes taught by MSC at one of our in-house schools, such as Fire Fighting and Small Arms. External training includes classes offered by the Navy, other Government agencies, maritime schools and other commercial vendors.

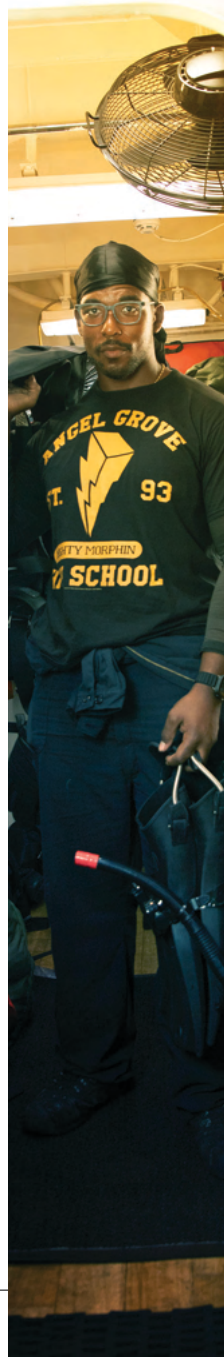
All newly hired personnel are required to attend mandatory training in Norfolk, Virginia, Ft. Eustis, Virginia or San Diego, California for three to six weeks. During this training, CIVMARs will receive Standards of Training, Certification and Watchkeeping (STCW) required by the USCG as well as MSC specific training. All required training must be completed prior to ship assignment.

STCW Required Training consists of:

Course	Length of Class	Refresher Period
Basic Shipboard Firefighting	3 days	5 years
First Aid	1 day	5 years
Personal Safety and Social Responsibility	1 day	5 years
Personal Survival	11/2 days	5 years

The U.S. Coast Guard requires certificates of completion for STCW training to be valid. Sea Service Books are not acceptable substitutes for STCW certificates.

For more information on training opportunities, visit <https://civmar.sealiftcommand.com/training>.



PROFESSIONAL DEVELOPMENT AND SUPPORT

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MSC Specific Required Training consists of:

Course	Length of Class	Refresher Period
Damage Control	1 day	5 years
Chemical, Biological & Radiological Defense (CBR-D)	1 day	5 years
Small Arms*	4 days	Every year
Helicopter Firefighting	1/2 day	5 years
Naval Occupational Safety & Health (NAVOSH)	1/2 day	5 years
Environmental Programs	1/2 day	5 years
Anti-terrorism Awareness	1/2 day	Every year
Ammunition/Explosive Training*	3 weeks	Varies
Ordinance Hazard Awareness	11/2 days	N/A
Fall Protection	1 day	2 years
Security Awareness*	1/2 day	N/A
SERE	1/2 day	1 year

* Designated Personnel only

MSC Specific Required Deck Training consists of:

Course	Length of Class	Refresher Period
Vessel Personnel w/Designated Security Duties (VPDSD)	11/2 days	N/A
Security Watch Advanced	1 day	1 year
Ships Reaction Force	3 days	3 years
Chemical Biological & Radiological Defense (CBR-D)*	6 days	5 years
Anti-terrorism Officer (ATO)*	3 days	3 years
Vessel Security Officer (VSO)*	2 days	N/A

* Designated Personnel only

There are training matrices for all ship classes. These matrices identify the minimum training competencies crew members should have to adequately perform the job and is organized by rating and ship class.

MSC also offers other training not contained on the training matrices, which MSC determines to have value to the overall effectiveness of the organization.

UPGRADE TRAINING

When shortages of specific ratings occur, a supervisor may recommend a CIVMAR to be selected for upgrade training. This training prepares CIVMARs to receive a higher endorsement to fill vacant positions by successfully completing the courses at specific training schools. Upgrade programs currently advertised include Wiper Advancement Program (WAP), Deck Engineer Machinist (DMAC), Pumpman Advancement Program (DPAP) and Ordinary Seaman Advancement Program (OSAP). Upon successful completion of an upgrade program, the CIVMAR must apply for the higher level position utilizing merit promotion procedures.

REIMBURSABLE TRAINING

MSC has a number of programs to assist CIVMARs in obtaining higher-level credentials, such as USCG Licenses, Merchant Mariner Credentials (MMC) and related endorsements. In some cases, MSC may reimburse CIVMARs for this training. All training that will be paid for by the command, or reimbursed to a CIVMAR, must be approved before the class begins. CIVMARs are cautioned not to enroll in a course and expect reimbursement unless they entered into an agreement with MSC beforehand.

Schedules of MSC and Navy training may be found on the MSC CIVMAR website at: <https://civmar.sealiftcommand.com/training>.

Navy eLearning (NeL) – Navy eLearning (NeL) is a web-based system that serves as the access point to education and training resources to help personnel attain professional and personal success. Any computer with internet access can utilize the site. CIVMARs can access this information at <https://learning.nel.navy.mil/>. In order to access many of the resources within the NeL you will be required to log-in with your Common Access Card (CAC) information. CACs are available to Active Duty Navy, Marine Corps & Coast Guard personnel and Civil Service Mariners as well as GS Civilians and Navy Contractors.

The ship's library maintains books and manuals available on loan to you for self-study. If interested, contact the training officer to sign out the appropriate materials.

PROFESSIONAL DEVELOPMENT AND SUPPORT

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To Request Training — Contact your Department Head, Chief Mate and/or Master or your MPS to request desired training.

MSC's CIVMAR Training Branch processes all training requests for CIVMARs and provides information on training schedules, course descriptions, training requirements, etc., for required training, significant training and other professional training.

If you have any questions regarding training, send inquiries to msc_civmar_training@us.navy.mil, call the CSC at 1-877-CIVMAR-1 or visit <http://civmar.sealiftcommand.com/training/>.

AWARDS

The awards program recognizes and rewards an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness and economy of the Government. The awards program is designed to encourage full participation of all personnel at all levels in improving MSC, Department of the Navy, Department of War and Government operations.²⁵

The following awards pay cash or grant time off either individually or to a group:

- **Special Act** — one-time act, service or achievement of a non-recurring nature, i.e. courageous handling of an emergency or the performance of a particular task or assignment with special effort or innovation
- **On-the-Spot** — allows immediate reinforcement for exceptional performance beyond the normal bounds of a CIVMAR's job
- **Time Off Awards** — superior accomplishment or personal effort that contributes to the quality, efficiency or economy of Government operations
- **Overdue Relief Compensation Award** — payable to all CIVMARs who have completed their four-month tour and have submitted their name to MSC 60 days in advance of their requested relief date, but who remained onboard and fulfilled the position requirements until proper relief arrived or otherwise relieved of duty
- **MSC Shipmate of the Year** — all unlicensed CIVMARs are eligible
- **MSC Mariner Award of Excellence** — awarded to CIVMARs below the rank of Master or Chief Engineer

²⁵ COMSC Instruction 12451.4a details the specifics for this program.

- **MSC Marine Employee of the Year Award** — one candidate selected from all MSC Mariner Award of Excellence winners
- **MSC Distinguished Career Achievement Award** — CIVMAR officers of any rank with at least five (5) years of continuous service are eligible
- **MSC Special Act** — up to five (5) officers nominated but not selected for the Distinguished Career Achievement Award

PROMOTIONS

Military Sealift Command is an equal opportunity employer. Selections for promotions are made solely based on manning requirements, merit, fitness and qualifications without regard to race, sex, color, creed, age, marital status, national origin, non-disqualifying handicap conditions or any other non-merit factors.

MSC has synchronized the coastal transfer and merit promotion practices to prevent past issues of backlogged requests from reoccurring. Opportunities for coastal transfer will typically be offered at least 45 days prior to release of a corresponding Promotional Opportunity Announcement (POA). Interested CIVMARs will submit a request to change coastal designation during this specified window of time. The coastal transfer opportunity will be limited to employees who are already permanent in the rating which corresponds to the upcoming POA. The window of opportunity will be clearly published in advance so that all eligible employees will have ample time to apply. The application is a simple written request that will be submitted to: Marine Employment Division, msc_poainbox@us.navy.mil. For more information regarding Coastal Transfers, see Human Resource Advisory 2013-4 at <https://civmar.sealiftcommand.com/promotions-and-transfers>.

You will be afforded many promotional opportunities throughout your career with MSC. As vacancies exist, MSC is proud to fill positions with excellent and deserving employees from within the ranks through merit promotion procedures in accordance with MSC's Merit Promotion Program.

Promotion Opportunity Announcements (POAs) are posted on official bulletin boards on all ships, CSUs, and on <https://civmar.sealiftcommand.com/promotions-and-transfers>. Announcements list the minimum eligibility requirements and the Knowledge, Skills, and

Abilities (KSA) essential for successful performance in the position.

To earn the highest rating possible, it is your responsibility to submit a complete application package as indicated on the specific POA and provide detailed information with regard to your KSAs in response to the Evaluation Criteria within the time limits of the announcement.

All application documents **MUST** be postmarked by the cut-off or closing date of the announcement. Applications received before the opening date or after the closing date will not be processed.

Completed applications will be accepted via mail, email, fax or in person. Late or incomplete applications will not be processed. Applications and supporting documents will not be returned or copied once submitted.

In order to be permanently promoted, the selectee must be:

1. Fit for duty;
2. Clear of any adverse or disciplinary action;
3. Able to obtain and maintain the appropriate security clearances;
4. Performing Satisfactory – Selectees who are performing at a below satisfactory level at the time of selection are not eligible to be considered until their performance has improved;
5. Trained – Must have completed the required training for the position and possess current training certifications as identified in the POA. (Exception: Possess previous commercial/military equivalent training, as deemed by the Training Specialist.)

If assistance is required to complete the application process, interested applicants should call the CSC at 1-877-CIVMAR-1 and refer to the “How to Apply” section of the POA.

Temporary promotions are sometimes offered to CIVMARs who hold the qualifications for a higher position, but have not been selected for permanent promotion. These temporary promotions provide excellent opportunities for gaining experience and demonstrating to a promotion board a CIVMAR's readiness to take on the greater responsibilities of a higher pay grade. CIVMARs must keep in mind that temporary promotions are of short duration and are used when shortages exist in particular ratings. The CMPI requires that personnel who have been temporarily promoted will be relieved as soon as possible by a CIVMAR holding that permanent rating. Therefore, the CIVMAR on a temporary

promotion may be relieved at any time after taking the assignment. There can be no guarantee that a CIVMAR on a temporary promotion will be able to complete a full tour, nor does a temporary promotion guarantee continued assignment to a particular ship.

SURFACE RESCUE SWIMMING PROGRAM

MSC operates a Civilian Mariner (CIVMAR) manned logistics and special mission fleet that functions globally in direct support of Naval Combatants in both peaceful and contested environments. This high level of support requires a strong, aggressive, and dependable Search and Rescue (SAR) Program accompanied by a reliable force of highly qualified and physically conditioned Surface Rescue Swimmers (SRS).

MSC SRS shall be physically and mentally conditioned to routinely perform demanding rescues in a variety of hostile environments. The swimmers' expertise shall provide MSC and Fleet Commanders the ability and latitude to assist DoD and civilian personnel in distress.

To ensure the top-levels of readiness and constancy are maintained, MSC SRS shall be required to remain in the SRS Program while assigned to a ship and shall continue to uphold that commitment until properly relieved or paid off from the ship. This commitment ensures that MSC ships are fully capable of conducting SAR operations in any environment and geographical location.

As a collateral duty to their current rank/rating, the Surface Rescue Swimmer evaluates the condition of survivors in the water and provides immediate medical (due to injury), physical (due to loss of mobility) and emotional (due to trauma of events) assistance to ensure their successful recovery. All participants must pass a variety of physical endurance tests, be medically fit and CPR certified. Training to become a SRS is sponsored by MSC.

As an incentive for those interested in participating in the SRS Program, a CIVMAR who successfully completes and maintains his/her SRS Certification may receive:

- Graduation Awards up to \$4,000
- Annual Anniversary Awards up to \$5,000
- Hourly Incentive Pay for performing SRS duties, physical conditioning, and gear maintenance
- Overtime Opportunities

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If you are interested in applying for the SRS Program, contact the CSC at 1-877-CIVMAR-1 or at msc_civmar_trng@us.navy.mil. You may also view program details online at <https://civmar.sealiftcommand.com/training/surface-rescue-swimmer>.

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Military Sealift Command Civil Service Mariner Handbook

12. LABOR AND EMPLOYEE RELATIONS

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UNION REPRESENTATION

As a CIVMAR, you may be eligible to become a member of or assist one of the three unions that have agreements with MSC. Union membership is not a requirement for employment. The Union is the exclusive representative of all of the employees in their Unit, and the Union recognizes the responsibilities of representing the interests of all such employees with respect to grievances, personnel policies, practices and procedures or other matters affecting their general working conditions, subject to the limitations of their collective bargaining agreement.

Copies of the agreements appropriate for your position are maintained by the Pursers onboard the ships for you to review. Contact a representative of the respective Union to become familiar with your rights, benefits and responsibilities described in the specific agreement.

The following labor organizations hold exclusive recognition rights:

- International Organization of Masters, Mates and Pilots (MMP) - (AFL-CIO) - represents all licensed deck officers and Medical Services Officers
- District No. 1 - MEBA (AFL-CIO) - represents licensed Marine Engineers and Pursers
- Seafarers International Union (SIU) (GSD) / National Maritime Union of America (NMU) (AFL-CIO) - has five bargaining units
 - Supply and Junior Supply Officers in the Atlantic Fleet
 - Steward Supervisory personnel in the Atlantic Fleet
 - Chief Stewards, Second Stewards and Third Stewards in the Pacific Fleet
 - Non-officer personnel assigned to ships in the Atlantic Fleet
 - Non-officer personnel employed in the Pacific Fleet

NOTE: RETs, West Coast Junior Supply Officers and Supply Officers are not within a bargaining unit and use the administrative grievance procedure.

DISCIPLINE

You are expected to observe and obey a variety of rules. In cases where these rules are not followed, MSC has discipline standards to correct deficiencies in an employee's behavior, to maintain high standards of Government service and the public's confidence in MSC. All employees will be afforded



due process in accordance with CMPI 750. Disciplinary actions may affect an employee's pay, employment, promotion opportunities and training opportunities.

Crewmembers are advised that disciplinary action will be initiated for any misconduct (list not all-inclusive) regarding violation of the following:

Schedule of Charges:

1. Desertion;
2. Leaving the ship to which assigned or leaving the job to which assigned at any time during working hours without proper permission or authority;
3. Failing to return to ashore assignment or reporting aboard ship after expiration of authorized leave or liberty;
4. Reporting aboard ship after presailing muster or missing the sailing of the ship;
5. Disobedience to constituted authorities; deliberate refusal or failure or delay in carrying out any proper order, lawful command, work assignment or instruction; insubordination, including failure to follow local or higher level policy;
6. Violation of Ship's Orders²⁶ not covered by other charge;
7. Unauthorized possession, use, loss, theft or damage to the ship, her equipment, stores or cargo or Government property or the property of others;
8. Loafing, wasting time, inattention to duty, sleeping on duty, or failure to attend to duties –
 - a. Where no danger to persons or property is involved or
 - b. Where danger to person or property is involved;
9. Careless workmanship or failure to follow standard operating procedures resulting in delay in production or sailing or damage to ship's equipment, stores, or cargo, or spoilage or waste of materials;
10. Negligent performance of duties;
11. Threatening or attempting or actually inflicting bodily injury to other employees or supervisor or ship's officer;
12. Improper or unauthorized importation of goods;

²⁶ See Ship's Order - chapter 4

13. Criminal, dishonest, infamous or notoriously disgraceful conduct;
14. Unlawful use, being under the influence, or possession of drugs or drug paraphernalia on or off duty;
15. Use of, or being under the influence of alcohol/intoxicant when reporting for watch or duty or on watch or duty ashore or afloat or on a military ship, aircraft, submarine, activity or command;
16. Failure to safeguard classified material or breach of security regulation or practices –
 - a. Where security or restricted information is not compromised and breach is unintentional or
 - b. Where security or restricted information is compromised and breach is unintentional;
17. Deliberate breach of security regulation or practice;
18. Participation in a strike, work stoppage, slow-down, sickout or other job action;
19. Breach of safety regulations or instructions or practices or failure to report an accident or injury –
 - a. Where imminent danger to self or other persons or property is not involved or
 - b. Where imminent danger to self or other persons or property is involved;
20. Disrespectful conduct, use of insulting, abusive, offensive or obscene language or gestures to or about other personnel;
21. Refusal to provide a urine sample when required;
22. Substituting, adulterating or otherwise tampering with urine sample;
23. Unauthorized possession and/or disclosure of any urinalysis test result;
24. Attempted or actual falsification, misstatement or concealment of a material fact, record, correspondence or other communication prepared in connection with the collection, handling, transportation or testing of urine samples.

27 See Leave - chapter 9

NOTE: A CIVMAR who fails to report back to the CIVMAR Support Unit (CSU) upon expiration of an approved leave of absence and fails to contact appropriate authorities will be charged as Absence With Out Leave (AWOL) and may be subject to discipline,²⁷ unless a later determination is made that the absence should be charged as appropriate leave. The CIVMAR Placement Department shall attempt to establish contact with the employee to determine the employee's intention before initiating the appropriate disciplinary action as outlined in CMPI 750. Every CIVMAR is responsible for maintaining written or telephone contact with his/her detailer to ensure appropriate follow-up assignment.

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Severities of penalties range from a written reprimand to removal from employment and are dependent on the following factors:

- The nature and seriousness of the offense along with its relationship to the employee's position
- The employee's job level and type of employment, including supervisory or fiduciary role
- The employee's past disciplinary record, if any
- The employee's past work record, including length of service, performance on the job and dependability
- The effect of the offense upon the employee's ability to perform at a satisfactory level
- Consistency of the penalty with those imposed upon for the same or similar offenses
- Consistency of the penalty with any applicable agency table of penalties.
- The notoriety of the offense or its impact upon the reputation of the agency
- The clarity with which the employee was on notice of any rules that were violated
- Potential for the employee's rehabilitation;
- Aggravating and/or mitigating circumstances surrounding the offense, if any
- The adequacy and effectiveness of alternative sanctions to deter such conduct in the future
- The employee's written or oral replies to the charges

A word of advice: Obey Now, Grieve Later, unless the order will put you, your fellow crewmembers, or the ship in harm's way.

GRIEVANCES

The grievance procedure provides an important forum to allow employees to ask questions and express dissatisfaction. Employees represented by a union with a collective bargaining agreement (CBA) may express their dissatisfaction regarding non-adverse actions through the applicable grievance procedure or the Equal Opportunity arena, but not both. Employees within a bargaining unit must utilize the grievance procedures outlined in the applicable CBA. All employees who are not members of a bargaining unit must utilize MSFSCINST 12771 - Administrative Grievance (AGS) procedures. Certain issues are excluded from grievance procedures. For specifics, please refer to either the applicable CBA or AGS procedures.

For adverse actions, employees may appeal the decision under a statutory procedure (the Merit Systems Protection Board [MSPB] or the Equal Opportunity Commission [EEOC]) or may file a grievance; but not both.

SEPARATION FROM EMPLOYMENT

The following types of separations and actions may occur to end your employment with MSC:

Separation During Trial Period — The first twelve months of employment is considered a trial period. If you fail to qualify for the job, either in performance or in conduct, you can be separated. If during the trial period, your performance or conduct is not satisfactory or your initial security background is not complete or contains false information, you may be removed from employment, without appeal/grievance rights.

Termination of Temporary Employment — Occasionally, MSC will hire mariners for temporary employment on a time-limited appointment of one year or less. If you are a temporary hire, the appointment may be terminated at any time due to deficiencies in your performance or conduct and the termination can not be appealed or grieved.

Removal for Cause — If you are a permanent employee who is not serving a trial period and you are removed from employment due to violating one of the Schedule of Charges,²⁸ misconduct and/or performance related issues, you will be notified of such in writing and afforded due process as required.

NOTE: An employee who is in the process of being involuntarily separated may resign at any time prior to the effective date of the involuntary separation.

Resignation — A resignation is a voluntary action taken by the employee to end employment with MSC at any time. No one can force you to resign. If you have an emergency situation at home, speak with the Master or contact Employee Relations to discuss your options before resigning.

28 See Discipline - chapter 12

If you decide to resign, you should inform your supervisor at least two (2) weeks prior to your last day. All efforts should be made to submit the resignation in writing. Once a resignation has been submitted, it cannot be withdrawn except at the discretion of the Director of Human Resources and Manpower Department. On your last day of employment with MSC, contact the Purser to complete your exit interview with the Master. An employee who resigns while assigned to a ship is not entitled

LABOR AND EMPLOYEE RELATIONS

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to any costs associated with his/her transportation to his/her main residence. Employees who resign when not attached to a ship may contact the MSC Employee Benefits Branch to discuss separation benefits/entitlements.

Separation for Disability — If you cannot perform the duties of your position because of a physical or mental condition, you may be separated for your inability to perform your assigned duties.

Reduction in Force (RIF) — Due to various causes, such as change in manning scales, lay-up of vessels, etc., it may become necessary to reduce the number of personnel currently employed by MSC. If a Reduction-In-Force occurs, affected employees will be notified of such and afforded applicable due process. Mariners affected are reassigned, placed on leave or separated.

UNION REPRESENTATION CONTACT INFORMATION

**International Organization of Master,
Mates and Pilots (ILA/AFL-CIO)**

Ms. Ruthann (Randi) Ciszewski
Government Fleet Representative
Federal Employee Membership Group
700 Maritime Blvd, Suite B
Linthicum Heights, MD 21090
Phone: 202-679-7594
Fax: 732-527-0829
rciszewski@bridgedeck.org

District No. 1 PCD, MEBA

Mr. Tracy Burke
Government Fleet Representative
1058 West 40th Street
Norfolk, VA 23508
Phone: 757-440-1820
Mobile: 804-614-6717
Fax: 757-489-4126
tburke@mebaunion.org

Seafarers International Union of North America - National Maritime Union

Mr. Chester Wheeler
Assistant Vice President
1121 7th Street
Oakland, CA 94607
Phone: 510-444-2360 Ext. 17
Fax: 510-444-5587
cwheeler@seafarers.org

Mr. Sam Spain
Norfolk Union Hall
115 Third Street
Norfolk, VA 23510
Phone: 757-622-1892
Fax: 757-640-0480
sspain@seafarers.org

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POLICIES

POLICIES DIRECTORY

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DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

12713
N00
31 Mar 26

MEMORANDUM

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT

Ref: (a) SECNAVINST 5354.2
(b) SECNAVINST 12713.14
(c) SECNAVINST 12250.68
(d) SECNAVINST 5350.16A
(e) SECNAV EEO Policy Statement
(f) DON Discrimination Complaints Program Management Manual
(g) OPNAVINST 5354.1J
(h) 29 C.F.R. § 1614.105

1. As Commander, Military Sealift Command (MSC) and the Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Officer, I am personally committed to MSC being a model employer with a high-performing workforce where all individuals are treated with dignity and respect. This commitment must be exemplified through employment policies, practices and procedures per references (a) through (h).

2. MSC policy is to:

a. Ensure equality of opportunity in the employment and development of a workforce without regard to race, color, religion, sex national origin, reprisal, age, disability (physical or mental), pregnancy, and genetic information for civilian employees.

b. Afford civilian employees the opportunity to seek EEO counseling within 45 calendar days of an alleged discriminatory incident or when they become aware the incident was allegedly discriminatory and to ensure that those who use the EEO complaint system may do so without fear of reprisal per reference (c). Military complaint procedures shall be in accordance with the procedures as per reference (a).

3. Every member of our workforce is responsible for ensuring the enforcement of this policy. If you encounter EEO/EO issues or concerns, I urge you to immediately talk with your supervisor, EEO official or counselor, equal opportunity advisor or command equal opportunity manager.

4. An employee who feels that they have been subject to discrimination may contact an EEO Counselor at (757) 341-3310 or msc_eeo@us.navy.mil within 45 calendar days of the occurrence per reference (h).

P1: EEO STATEMENT

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Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT

5. This memorandum is effective immediately and supersedes all others.



B. R. NICHOLSON



DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

12713
Ser N00
31 Mar 26

MEMORANDUM

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
ANTI-HARASSMENT

Ref: (a) 10 U.S.C. § 1561
(b) SECNAV EEO Policy Statement
(c) 29 C.F.R. § 1614.105

1. As Commander, Military Sealift Command (MSC) and Equal Employment Opportunity Officer (EEO), I am committed to providing a harassment-free working environment. MSC staff are expected to conduct themselves in a professional, courteous and respectful manner with all levels of personnel and customers. Harassment in the workplace will not be tolerated. Allegations of harassment will be immediately investigated and where allegations are substantiated, appropriate action, to include disciplinary action, will be taken.

2. Generally, harassment under the Equal Employment Opportunity laws and policies is defined as verbal and physical unwelcome conduct that denigrates or shows hostility to an individual because of his or her sex to include pregnancy, race, color, religion, national origin, age (over 40), disability (physical or mental), genetic information or reprisal (for engaging in an EEO protected activity). The offensive conduct may include, but is not limited to, derogatory statements, slurs, name-calling, ridicule or mockery, as well as offensive jokes, posters, drawings, e-mails, faxes and text messages.

3. The U.S. Equal Employment Opportunity Commission (EEOC) defines sexual harassment as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

- a. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay or career.
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
- c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive work environment.

P2: ANTI-HARASSMENT

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Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
ANTI-HARASSMENT

4. Employees who are witness to or are subjected to, harassment (sexual or non-sexual) should make it clear to the harasser, whenever possible, that such behavior is unwelcomed and needs to stop. Incidents of alleged harassment should be reported promptly to the appropriate supervisory chain of command. An employee subjected to harassment (sexual or non-sexual) may contact an EEO counselor at (757) 341-3310 or msc_eeo@us.navy.mil within 45 calendar days of the occurrence or when the individual becomes aware of a possible discriminatory basis per references (b) and (c).

5. Supervisors and managers have a responsibility to conduct a prompt, thorough and impartial inquiry into all incidents of alleged harassment. Inquiries into alleged sexual harassment will be conducted per reference (d), for all employees directly supervised by a military Commanding Officer or Officer in Charge of a unit, vessel, facility, or area of the Navy.

6. This memorandum is effective immediately and supersedes all others.



B. R. NICHOLSON

Attachment (1)



Department of Navy

Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002

Department of Navy (DON) Notice

On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which is now known as the No FEAR Act. One purpose of the Act is to "require that Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws." Pub. L. 107-174, Summary. In support of this purpose, Congress found that "agencies cannot be run effectively if those agencies practice or tolerate discrimination." Pub. L. 107-74, Title I, General Provisions, Section 101(1).

The Act also requires that DON inform current employees, former employees and applicants for employment, of the rights and protections available under Federal antidiscrimination, whistleblower protection and retaliation laws.

Antidiscrimination Laws

A Federal agency may not discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, marital status or political affiliation. Discrimination on these bases is prohibited by one or more of the following statutes: 5 U.S.C. 2302(b) (1), 29 U.S.C. 206(d), 29 U.S.C. 631, 29 U.S.C. 633a, 29 U.S.C. 791 and 42 U.S.C. 2000e-16.

If you believe that you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, national origin or disability, you must contact an Equal Employment Opportunity (EEO) counselor within 45 calendar days of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before you can file a formal complaint of discrimination with your agency. See, e.g., 29 CFR 1614.

P3: ANTI-DISCRIMINATION AND RETALIATION

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If you believe that you have been the victim of unlawful discrimination on the basis of age, you must either contact an EEO counselor as noted above or give notice of intent to sue to the Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discriminatory action.

If you are alleging discrimination based on marital status or political affiliation, you may file a written complaint with the U.S. Office of Special Counsel (OSC) (see contact information below). In the alternative (or in some cases, in addition), you may pursue a discrimination complaint by filing a grievance through your agency's administrative or negotiated grievance procedures, if such procedures apply and are available.

Whistleblower Protection Laws

A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to evidence violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.

Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8). If you believe that you have been the victim of whistleblower retaliation, you may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel at 1730 M Street NW., Suite 218, Washington, DC 20036-4505 or online through the OSC Web site--<http://www.osc.gov>.

Retaliation for Engaging in Protected Activity

A Federal agency may not retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protections laws listed above. If you believe that you are the victim of retaliation for engaging in protected activity, you must follow, as appropriate, the procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative or negotiated grievance procedures in order to pursue any legal remedy.

Disciplinary Actions

Under the existing laws, each agency retains the right, where appropriate, to discipline a Federal employee who has engaged in discriminatory or retaliatory conduct, up to and including removal. If OSC has initiated an investigation under 5 U.S.C. 1214, however, according to 5 U.S.C. 1214(f), agencies must seek approval from the Special Counsel to discipline employees for, among other activities, engaging in prohibited retaliation. Nothing in the No FEAR Act alters existing laws or permits an agency to take unfounded disciplinary

action against a Federal employee or to violate the procedural rights of a Federal employee who has been accused of discrimination.

Additional Information

For further information regarding the No FEAR Act regulations, refer to 5 CFR 724, as well as Human Resources Office servicing your location or on the website <http://www.donhr.navy.mil/NoFearAct.asp>.

Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found at the EEOC Web site--<http://www.eeoc.gov> and the OSC Web site--<http://www.osc.gov>.

Existing Rights Unchanged

Pursuant to section 205 of the No FEAR Act, neither the Act nor this notice creates, expands or reduces any rights otherwise available to any employee, former employee or applicant under the laws of the United States, including the provisions of law specified in 5 U.S.C. 2302(d).

P4: REASONABLE ACCOMMODATION

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DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

12713
N00
31 Mar 26

MEMORANDUM

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON REASONABLE ACCOMMODATION

- Ref:
- (a) The Rehabilitation Act of 1973, as Amended
 - (b) The Americans with Disabilities Act (ADA) of 1990, as Amended
 - (c) 29 C.F.R. § 1614.203
 - (d) 29 C.F.R. Part 1630
 - (e) EEOC Management Directive 715 (MD 715)
 - (f) Department of Navy Civilian Human Resources Manual (DON CHRM) Subchapter 1606
 - (g) Department of Navy Guide for Processing Reasonable Accommodation Requests
 - (h) Department of Navy Guide for Processing Guide for Religious Reasonable Accommodation
 - (i) SECNAVINST 12713.14
 - (j) COMSCINST 12720.4A

1. As Commander, Military Sealift Command (MSC) and the Equal Employment Opportunity Officer (EEO), I am personally committed to MSC's full compliance with the reasonable accommodation requirements per references (a) through (j). Consistent with these requirements, all supervisors and managers of civilian employees must provide reasonable accommodation to qualified applicants or employees with disabilities, absent undue hardship. Requests for reasonable accommodation will be processed promptly, fairly and efficiently as per references (f) through (h).

2. Generally, a reasonable accommodation is any modification or adjustment to a job application process, the work environment or to the manner or circumstances under which work is customarily performed that enables a qualified individual with a disability to perform the essential functions of a position and enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. Supervisors will ensure information shared is on a strictly need to know basis throughout the entire process and coordinate all reasonable accommodation requests immediately through the MSC EEO office.

3. Reference (g) outlines procedures for processing requests for reasonable accommodation. MSC supervisors and managers are expected to expeditiously process requests for reasonable accommodation made by employees and applicants. If you have questions concerning this

Subj: COMMANDER'S POLICY ON REASONABLE ACCOMMODATION

policy or processing requirements, contact the MSC Reasonable Accommodation Program Manager at (757) 341-3310 or msc_eeo@us.navy.mil.

4. This memorandum is effective immediately and supersedes all others.



B. R. NICHOLSON

P4: REASONABLE ACCOMMODATION

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PROCESSING REQUESTS FOR REASONABLE ACCOMMODATION

1. Initiating the process.

a. It is the responsibility of the employee or applicant to inform the employer that an accommodation is required to perform the essential job functions or to complete the application process. The individual does not have to use specific words such as "reasonable accommodation, disability, or Rehabilitation Act" when making the request.

b. The request may be oral or in writing and may be from the individual or from a person acting on the individual's behalf such as a supervisor, a health professional, or a family member. Any oral requests should be followed up in writing.

c. Requests for accommodation may include making existing facilities accessible, job restructuring, leave, a modified or part-time work schedule, providing qualified readers or interpreters, and providing a reassignment etc.

d. A request for accommodation may be made at any time.

2. Coordinating the Request.

a. Requests, for accommodation will be handled by the first-line supervisor. This process may include communicating with the requester for clarification; obtaining and exchanging information to the extent necessary regarding needs and alternatives; searching for solutions; consulting EEO, servicing agency counsel, outside agencies, and evaluating possible accommodations.

b. If the supervisor does not have authority to approve the request, the request must contact promptly to the Disability Program Manager (DPM) and coordinate the process together. The DPM will forward a copy of request for reasonable accommodation if it cost of more than \$5,000 or affecting the terms or working conditions of employment, to the servicing agency attorney (N00L) and the Director of Civilian Personnel Program (N1), as part of the coordination process.

c. Requests for accommodation from applicants will be handled by the servicing human resources specialist responsible for the recruitment and/or selection action.

d. Request for adaptive equipment, including information technology, specially designed furniture, communications equipment, or other assistive technology, will be coordinated with the DOD Computer/Electronic Accommodation Program (CAP) (<http://www.cap.mil/>), DPM, and supervisor.

e. Requests for readers, sign language interpreters, or other staff assistants to enable employees to perform their job functions, where the accommodation cannot be provided by the activity's staff, will be coordinated with the EEO Office.

f. Requests for removal of architectural barriers, including reconfigured work spaces and requests for accessible parking, will be coordinated with facilities.

3. Time Limits.

a. The supervisor, DPM and RA Board will process requests for reasonable accommodation and provide accommodations, where appropriate, as soon as reasonably possible. However, the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information and/or medical documentation.

b. Requests for reasonable accommodation that can be processed and approved by the immediate supervisor, where no medical documentation is required and extenuating circumstances apply, should be granted, modified, or denied within 30 business days from the date of the initial request. Extenuating circumstances can include, but are not limited to obtaining medical documentation, coordinating with outside organizations or agencies, purchasing and installing equipment, and workplace renovations. Where extenuating circumstances are present, the time for processing a request for reasonable accommodation and providing the accommodation will be extended as reasonably necessary.

4. Medical Information.

a. When the disability and/or need for accommodation is not obvious, the employer or applicant seeking accommodation may be asked to provide appropriate medical information related to the function impairment and/or limitations at issue and the requested accommodation. Medical information will only be requested to the extent reasonably necessary to establish that the requesting individual has a disability that is covered under the Americans with Disabilities Act (ADA) substantially limiting

P4: REASONABLE ACCOMMODATION

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a major life activity and/or to identify functional limitations. Requested medical documentation will be kept separate from the employee's personnel records.

b. An Authorization for Disclosure of Medical or Dental Information form will be used to request the use and/or disclosure of an individual's protected health information in order to process the reasonable accommodation request. Entire medical records may not be requested or furnished, as they may contain information unrelated to whether an applicant or employee can perform essential job functions.

c. Once the medical documentation is provided, the RA Board may determine if a reasonable accommodation will be provided and elect to approve the request for reasonable accommodation.

5. Reassignment. Offering a job reassignment is only to be considered if there is no accommodation available to the individual to perform the essential functions of the current job, or if the only effective accommodation would cause undue hardship. If reassignment is being considered, the RA Board and supervisor must consult with the servicing the EEO Office/Director of Civilian Personnel Program (N1) office.

6. Denial/Delay of Requested Accommodation.

a. In determining whether a proposed accommodation poses an undue hardship, the overall resources and options available to MSC must be considered, not just the budget or resources of an individual segment, sub-component, or MSC.

b. Prior to denying a request for accommodation or a particular accommodation requested, the RA Board and supervisor must consult with the EEO Officer, DPM and the servicing agency attorney.

c. Denials should be immediately communicated to the individual who requested the accommodation. When it is determined that a request for reasonable accommodation will be denied, the individual requesting the accommodation must be notified in writing of the denial. It should be written in plain language, clearly stating the specific reasons for the denial.

d. Denials must also inform the individual that he or she has the right to file an EEO complaint and inform him or her about the availability of the informal dispute resolution process.

e. If a reasonable accommodation cannot be provided immediately, the RA Board and supervisor must inform the individual in writing of the delay and projected time frame for providing the accommodation.

7. Recordkeeping. The supervisor/official who processed the accommodation request will submit a reasonable accommodation information report to the local DPM (EEO Office) and provide a copy of the report to MSC EEO. Information reports will approval or denial status. MSC EEO will include information obtained in the command's Federal Agency Annual EEO Program Status Report.

8. Documents and Forms. Copies of the Reasonable Accommodation Information Report can be received from the DPM.

P5: SEXUAL ASSAULT PREVENTION & RESPONSE

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DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

1752
N00
13 Aug 25

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON SEXUAL ASSAULT

Ref: (a) DoD Directive 6495.02 of 18 March 2025
(b) SECNAVINST 1752.4C
(c) OPNAVINST 1752.1C
(d) SAPR Victim Advocate Training Student Manual

1. The prevention of sexual assault is everyone's responsibility. It does not just hurt one, it affects ALL. Sexual assault undermines teamwork, morale, unit cohesion, and operational readiness. The effects of sexual assault dramatically impact the victims for years to come. Sexual assault is incompatible with the core values of the Navy and Military Sealift Command (MSC). I have a "zero tolerance" policy for this criminal offense. It is each and every Sailor's and civilian employee's responsibility to adhere to this policy and do his or her part to eliminate this crime within our organization per references (a) through (c).

2. Sexual assault is defined as intentional sexual contact that is characterized by the use of force, threats, intimidation, abuse of authority, and when the victim does not or cannot consent. This definition encompasses a broad range of intentional and non-consensual sexual contact, and may include rape, aggravated sexual contact, abusive sexual contact, and forcible sodomy. The most powerful tool in stopping and preventing sexual violence offenses is Bystander Intervention (BI). The BI process includes the following:

- a. Notice the event
 - b. Interpret it as an emergency
 - c. Take responsibility to act - don't assume someone else will
 - d. Decide how to act
 - e. Choose to act
3. There are two reporting options available: Restricted Reporting or Unrestricted Reporting.
- a. A Restricted Report allows a person to receive Special Victims' Counsel, Victims' Legal Counsel, Medical and Advocacy services but does not trigger an investigation. Information will be provided to the command that does not reveal the victim's identity or that of the alleged offender. Only a Sexual Assault Regional Coordinator (SARC), Sexual Assault Prevention and

Subj: COMMANDER'S POLICY ON SEXUAL ASSAULT

Response Victim Advocate (SAPR VA) or health care provider and health care support personnel can accept a Restricted Report. Restricted Reporting is available for military personnel, adult military dependents, Department of Defense (DoD) civilian/contractor employees, and the National Guard. Restricted reporting is confidential, but there are limitations. While a victim can confide in a friend, the friend can disclose the information to anyone they choose. Chaplains can provide confidential spiritual support and can connect victims with a SARC or SAPR VA.

b. An Unrestricted Report allows a person to receive medical treatment, advocacy services and legal support. Anyone may report a sexual assault to the SARC, SAPR VA, healthcare personnel, or to command authorities. As part of this option, DoD law enforcement initiates an investigation, and the chain of command is notified. Victims have the right to be reasonably protected and may also be eligible for other protections, including a military and/or civilian protection order. The victim may also be eligible for an expedited transfer.

c. In addition to the above reporting procedures, military personnel may seek assistance via the Safe Helpline at <https://www.safehelpline.org/> or 877-995-5249.

4. As referenced above, committing, or attempting to commit, sexual assault is a crime. Violators will be reported, investigated, and may be subject to disciplinary action.

5. Sexual assault is illegal and has no place at MSC. As the Commander, I am committed to doing everything possible to ensure the safety, dignity, and well-being of everyone employed at MSC.

6. This memorandum will be widely disseminated and prominently posted on official bulletin boards throughout the workplace and MSC websites for viewing.

7. This memorandum supersedes previous Commander's Policy on Sexual Assault.



P. E. SOBECK

P6: PHYSICAL REQUIREMENTS

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

IN REPLY REFER TO:
12711
Ser N12/14773
12 Sep 13

Human Resources Advisory 2013-3

From: Deputy Director, CIVMAR Manpower and Personnel
To: All Civil Service Mariners

Subj: PHYSICAL REQUIREMENTS FOR MSC PERSONNEL IN CONNECTION
WITH USE OF FALL PROTECTION ARREST SYSTEM (PFAS) SAFETY
EQUIPMENT

Ref: (a) Safety Management System, Fall Protection Program
Procedures 2.1-014-ALL

1. Effective the date of this advisory, and in accordance with reference (a), Military Sealift Command (MSC) will be initiating a new policy which establishes physical requirements for Civil Service Mariners (CIVMARs) who sail on MSC Government Owned, Government Operated (GOGO) vessels who are required to use Fall Protection Arrest System (FPAS) safety equipment in order to carry out the essential functions of their ratings or positions. The positions affected are:

Position Code	Position
163	Ordinary Seaman (W)
162	Able Seaman (M)
164	Boatswain Mate (D)
210	Chief Radio ET (W)
212	First Radio ET (W)
220	Second Radio ET (W)
321	Chief Electrician
322	Electrician
335	Electronic Technician
351	Second Electrician

2. MSC and Seafarer's International Union came to agreement on the appropriate arrangements for this new requirement which are listed below:

a. MSC will provide a "grace period", 12-months from the date of implementation, for any CIVMAR who exceeds the 295 lbs.

Subj: PHYSICAL REQUIREMENTS FOR MSC PERSONNEL IN CONNECTION
WITH USE OF FALL PROTECTION ARREST SYSTEM (PFAS) SAFETY
EQUIPMENT

weight limit. The purpose of this "grace period" is to allow a CIVMAR sufficient time to lose weight in order to get at or below 295 lbs. All "grace periods" will expire one year after the implementation date.

b. MSC agrees no administrative action, specific to the Fall Protection Arrest Safety System (FPAS) equipment, will be taken until after the 12-month "grace period" has passed and the CIVMAR remains above the limit. During this "grace period", any affected CIVMAR will retain his/her current rating but will not be assigned to work aloft.

3. The Command will extend the above agreed upon consideration to the non-bargaining unit members listed above.

4. If you have any questions concerning this new requirement, please email them to MSFSC_LER@navy.mil or contact Ms. Karen Martin at (757) 443-2838 or Mr. Atlee Ladao at (757) 443-2836.



FRANCIS W. CUNNINGHAM

P7: SAFETY POLICY

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DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

5100
N00
8 Sep 23

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON SAFETY

Ref: (a) COMPACFLT/COMUSFLT/COMNAVEUR/COMNAVAFINST 5100.9A
(b) OPNAVINST 1500.75D
(c) COMSCINST 5100.17F
(d) COMSCINST 3501.1B

1. Military Sealift Command (MSC) has a vital interest in providing all personnel with a safe workplace and conduct business and training in the safest possible manner. Safety and welfare of our personnel is our utmost priority and integral to our organization. It cannot be separated from other business functions and must be shared equally by all employees within our domain. We achieve operational safety through the application of Operational Risk Management and compliance with Safety Management Systems per references (a) through (d).

2. While we cannot reasonably remove all levels of risk inherent to our daily operations, we will accept risks only when benefits outweigh costs. Unnecessary risks have no place in the workplace or our daily lives. We apply this principle by identifying potential hazards, assessing the risks associated with those hazards, and controlling risks to acceptable levels, consistent with the training or activity. Through risk management, MSC leverages continuous learning, identifies and corrects problems before they grow, indicate risk ownership and elevating unacceptable risks.

3. As it applies to achieving safety operations and maximizing effectiveness, my intent consists of:

(a) safe/effective operations through strict adherence to controlling risk which maximizes readiness – transition from simply managing programs to managing risk;

(b) Engaged leadership throughout the organization that provides critical oversight and emphasizes safety as a responsibility of personnel at every level;

(c) Obtaining positive outcomes by demanding ownership and accountability for safety in every facet of our work; and

(d) Safety is everyone's business – we foster a culture and empower all hands to identify and communicate risk.

4. Safety is a team effort and requires relentless assessment, utilizing myriad existing processes to evaluate, reinforce "right" and speak up if there is a question about safety. I encourage mariners and shore staff, military and civilians, to identify problems, correct issues and/or raise

Subj: COMMANDER'S POLICY ON SAFETY

barriers for required assistance to leadership. Every supervisor, manager, commander and commanding officer is responsible and will be held accountable for ensuring that effective risk management principles are incorporated into the planning and execution of every evolution and activity.

5. I expect every member of MSC to make operational and non-operational/off-duty risk management a daily reality. Each member of MSC has a personal responsibility for effectively managing risks associated with their own activities, both on/off duty, and to safeguard themselves, their families and fellow shipmates from harm. These responsibilities cannot be delegated and must not be compromised.



P. E. SOBECK

P8: NEW EMPLOYEE DRUG TESTING

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DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

DEC 13 2005

MEMORANDUM FOR DISTRIBUTION

Subj: GENERAL NOTICE OF DRUG TESTING FOR NEW EMPLOYEES UNDER
DEPARTMENT OF THE NAVY DRUG-FREE WORKPLACE PROGRAM

On September 15, 1986, President Reagan signed Executive Order 12564 establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy (DON) Drug-Free Workplace Program (DFWP), developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the DON will assist employees with drug problems, it must be recognized that employees who use illegal drugs are primarily responsible for changing their own behavior and actions.

Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.

The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive drug test. The program subjects all civilian appropriated and non-appropriated fund employees to drug testing under the following conditions:

- a. When there is a reasonable suspicion that the employee uses illegal drugs.
- b. As part of an authorized examination regarding an accident or unsafe practice.
- c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

In addition, certain employees occupying specifically designated sensitive positions within the DON will be subject to random drug testing. These are called Testing Designated Positions (TDPs).

a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for, or otherwise placed in, a test-designated position will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered or substituted. The DON has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

All specimens will be tested in certified laboratories following mandatory guidelines published by the Department of Health and Human Services as published in the Federal Register. A Medical Review Officer (MRO) will review all positive, non-negative, and negative test results. Employees will be given an opportunity to provide evidence to a MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

Drug test results will be handled in a confidential manner. Non-negative test results from the laboratory will only be disclosed to a MRO. Non-negative results, verified by the MRO, may only be disclosed to the employee, the activity Drug Program Coordinator, the appropriate Civilian Employee Assistance Program (CEAP) Administrator and appropriate supervisory/management officials necessary to process an administrative and/or adverse action against the employee, or to a court of law or administrative tribunal in any adverse personnel action.

Medical and rehabilitation records in the CEAP will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the patient, an authorizing court order or otherwise as permitted by federal law.

The DON will not tolerate the use of illegal drugs. Employees of the DON having a substance abuse problem are encouraged to seek assistance through their activity CEAP. Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as a user of illegal drugs, prior to being so identified by other means and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as safe harbor. It is

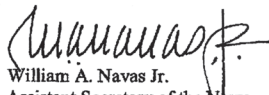
P8: NEW EMPLOYEE DRUG TESTING

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important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for safe harbor.

All employees are expected to refrain from illegal drug use. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, altering or substituting a specimen, failure to report for testing or refusal to submit to a drug test.

This updated General Notice supersedes the DON General Notice of the Navy DWFP initially published on August 6, 1988, and does not affect the ability of activities/commands to continue to conduct drug testing.



William A. Navas Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:
Echelon I & II



1

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

IN REPLY REFER TO:

12792
Ser N112A2/1461
1 Jun 14

From: Commander, Military Sealift Command
To: Department of the Navy, Civil Service Employee

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE
NAVY DRUG-FREE WORKPLACE PROGRAM

Ref: (a) Executive Order 12564

1. You were advised by a General Notice from the Secretary of the Navy, dated 13 December 2005, that the Department of the Navy (DON) had implemented drug testing as part of the Drug-Free Workplace Program (DFWP). Your position meets the criteria for designation as a "Testing Designated Position" (TDP). This means you are subject to random drug testing under the DON DFWP. Performance of the duties of your position is sufficiently critical to this activity that screening to detect the presence of drugs is warranted as a requirement of your position. It is mandatory for your continued employment in this position that you refrain from the use of illegal drugs and submit to drug testing when directed.

2. No sooner than 30 days from receipt of this notice, you may be subject to random drug testing on an unannounced basis for marijuana, cocaine, opiates (codeine, morphine), amphetamines, phencyclidine (PCP), 6-Acetylmorphine, MDMA (Ecstasy) and specimen validity testing. You will receive specific instructions concerning when and where the test will be conducted prior to the test. You will be allowed visual privacy while providing the urine specimen unless there is reason to believe the specimen will be altered or substituted, or as part of follow-up testing. To ensure the accuracy of the test result, the collection, handling, and testing of the urine specimen will be conducted under strict chain-of-custody procedures established by the Substance Abuse and Mental Health Services Administration (SAMHSA) Mandatory Guidelines for Federal Workplace Drug Testing Programs. The procedures used to test the urine specimens are very accurate and tightly monitored to ensure reliable results. The test results will be handled with maximum respect for individual confidentiality. In the event your specimen tests non-negative, you will be given an

P8: RANDOM DRUG TESTING

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Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE
NAVY DRUG-FREE WORKPLACE PROGRAM

opportunity to submit medical documentation to a designated Medical Review Officer to establish your legitimate use of the specific drug(s) before any administrative action will be taken.

3. If you refuse to furnish a urine specimen, fail to report for testing as directed (without a deferral), or substitute or adulterate your specimen, you will be subject to discipline with the same range as a verified positive test result for illegal drug use. If, by any means, illegal drug use is detected, you will be subject to the following two administrative actions mandated by reference (a).

a. You will immediately be taken out of your TDP through reassignment, detail, or other personnel action to ensure that you do not occupy a TDP. I may restore you to your TDP as part of your successful participation in a rehabilitation or counseling program.

b. You will also be referred to the Department of the Navy Civilian Employee Assistance Program (DONCEAP).

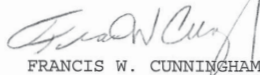
4. In addition, disciplinary action up to and including removal from the Federal Service will be initiated. As required in the Executive Order, a removal action will be initiated if you refuse to obtain counseling or rehabilitation through the DONCEAP after being found to use illegal drugs or for a second finding of illegal drug use.

5. If you believe you have a drug problem, you are encouraged to seek counseling and/or referral services by contacting the DONCEAP at <http://donceap.foh.hhs.gov> or by calling 1-844-DONCEAP (1-844-366-2327), TTY 1-888-262-7848, or International 1-866-829-0270. If you voluntarily identify yourself to your supervisor or other higher level management official as a user of illegal drugs prior to being so identified through other means and/or before being notified of a pending drug test, you will not be subject to discipline for your prior drug use. This immunity from discipline under these circumstances is referred to as Safe Harbor. It is important to note that once you are informed of an impending drug test, you are no longer eligible for Safe Harbor. Further, if you are convicted of a drug-related offense, you will not be eligible for Safe Harbor from discipline for those actions.

Subj: NOTICE OF RANDOM DRUG TESTING UNDER THE DEPARTMENT OF THE
NAVY DRUG-FREE WORKPLACE PROGRAM

6. If you believe your position has been wrongly designated as a TDP, you may request a review of the determination. Such a request must be submitted, in writing, to me (Commanding Officer, Activity/Command, Location, Zip) within 15 days of receipt of this notice. It should state the reasons why you believe your position should not be a TDP and include all other relevant information. My decision is not subject to further review nor is it grievable under the administrative grievance procedure. If you are a member of a bargaining unit, you must seek review of your position designation through your negotiated grievance procedure, unless the agreement specifically excludes such decisions from the negotiated procedure.

7. As stated in the General Notice announcing the Program, you, as well as all DON employees, may also be subject to testing due to reasonable suspicion, post-accident/unsafe practice, and as part of or follow-up to a rehabilitation and/or counseling program for illegal drug use. When conducting reasonable suspicion or post-accident/unsafe practice testing, the DON may test for any drug listed in Schedule I or II of the Controlled Substances Act, 21 U.S.C. 812, not just those previously identified in paragraph 2 of this notice.



FRANCIS W. CUNNINGHAM
By direction

P9: PERSONAL PROFESSIONALISM

Page 134



**DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419**

20 Apr 15

MEMORANDUM

Subj: COMMANDER'S POLICY ON PERSONAL PROFESSIONALISM

1. Work climate remains one of my highest concerns, especially during times of increasing stress. The most important responsibility of Military Sealift Command (MSC) members is to lead by example. It is my expectation that every person within our command, whether in a supervisory or non-supervisory position, will foster an environment of trust, respect, fairness and dignity.

2. The ability to accomplish our diverse and critical missions directly depends upon all of our efforts. As leaders, we must set the example. We must create an environment that values diversity and fosters mutual respect and cooperation. Any breakdown in human relations and interactions affects the mission. It is extremely important that all hands conduct themselves properly and in a professional manner, exercising common sense and good judgment with respect for the dignity of others. Personal conduct or relationships of a nature to discredit naval service or MSC are not acceptable.

3. Relationships involving shipboard personnel must not interfere with or undermine good order, discipline and authority; result in or give the appearance of favoritism, preferential treatment, or personal gain; or create a hostile work environment. Harassment (Sexual and Non-Sexual) and abusive, insulting or obscene language to or about other personnel is unacceptable and will not be tolerated. Respect and dignity are essential to establishing a healthy work climate. I know each of you share these same concerns for your co-workers and colleagues.

4. Make sure this memorandum reaches everyone and is prominently displayed on official bulletin boards and highly trafficked areas throughout your workspace.

A handwritten signature in black ink, appearing to read "T. K. Shannon", is positioned above the printed name.

T. K. SHANNON

Distribution:

Electronic only, via MSC Directive Repository
<https://msc.portal.navy.mil/policies/SitePages/Policies.aspx>

Copy to:
COMSCINST 5215.5B



DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

1000
N00
8 Sep 23

MEMORANDUM

Subj: **COMMANDER'S POLICY ON ETHICS**

1. All personnel have a responsibility to the United States Navy to place loyalty to the Constitution, the law, and ethical principles above private gain. To ensure confidence in the integrity of Military Sealift Command (MSC), all hands shall respect and adhere to the principles of ethical conduct set forth in this policy statement.
2. The following general principles apply to all hands. Where a situation is not covered by the standards set forth in this policy, members shall apply the principles set forth in this policy in determining whether their conduct is proper. The members of MSC shall:
 - a. Not hold financial interests that conflict with the conscientious performance of duty.
 - b. Not engage in financial transactions using nonpublic government information or allow the improper use of such information to further any private interest.
 - c. Not solicit or accept any gift of other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or non-performance of their duties except as permitted by DoD directives and regulations.
 - d. Put forth honest effort in the performance of their duties.
 - e. Not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
 - f. Not use public office for private gain.
 - g. Act impartially and not give preferential treatment to any private organization or individual.
 - h. Protect and conserve federal property and not use it for other than authorized activities.
 - i. Not engage in outside employment or activities, including seeking or negotiating employment, that conflict with official government duties and responsibilities.
 - j. Disclose waste, fraud, abuse, and corruption to appropriate authorities.

P10: ETHICS POLICY

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Subj: COMMANDER'S POLICY ON ETHICS

k. Satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as federal, state, or local taxes that are imposed by law.

l. Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or disability.

m. Endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards. Whether particular circumstances create an appearance that the law or these standards have been violated will be determined from the perspective of a reasonable person with knowledge of the relevant facts.

3. For additional information on ethical conduct, consult your local ethics counselor or MSC Office of General Counsel.

4. As the Commander, I am committed to ensuring that MSC adheres to the highest standards of integrity and ethical behavior. Public Service is a public trust. The American people put their trust in us and none of us should betray that trust.



P. E. SOBECK



DEPARTMENT OF THE NAVY
DIRECTOR
MILITARY SEALIFT FLEET SUPPORT COMMAND
SP64 471 EAST C STREET
NORFOLK, VA 23511-2419

12630
Ser N1/ 2299
13 Jul 11

Human Resources Advisory 2011- 19

From: Director, Afloat Mariner Management Department

Subj: FAILURE TO MAINTAIN A REGULAR WORK SCHEDULE

Ref: (a) MSFSC HR Advisory 12630 N1/881 of 23 Mar 2010

1. Maintaining proper manning and readiness of our vessels is of paramount importance, especially in light of the vital role that Military Sealift Command (MSC) plays supporting the battle-groups and the current fight against terrorism. Availability of Civil Service Mariners (CIVMAR) for assignment on a regular basis enables MSC to successfully accomplish our primary mission. Without it, we put the agency and the nation at risk. Working together, our goal is to increase CIVMAR availability for shipboard assignment and relieve CIVMARS on time.

2. This memorandum replaces reference (a), and its purpose is to educate and raise awareness of actions that may result in disciplinary action.

3. Accordingly, upon issuance of this notice, CIVMARS who fail to maintain a regular work schedule may be subject to disciplinary action up to and including removal. Employees' individual situations will be examined on a case-by-case basis and may be classified as unable to maintain a regular work schedule if they fall into one of the below non-exclusive categories:

a. Unable to receive medical clearance for shipboard assignment for over six months from last availability for sea duty,

b. Prematurely detached for medical reasons prior to completing a regular four month tour more than once in a 12 month period due to a medical condition,

c. Repeated instances of becoming unavailable for assignment after receiving notification of shipboard assignment,

P11: WORK SCHEDULE

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Subj: FAILURE TO MAINTAIN A REGULAR WORK SCHEDULE

d. Repeated instances of reporting to a CIVMAR Support Unit (CSU) Not-Fit-For-Duty (NFFD) or with expired or missing professional credentials or credentials due to expire within 120 days, such as a USCG License, Merchant Mariner Credential, TWIC card, and/or a valid passport, resulting in enforced leave procedures being initiated,

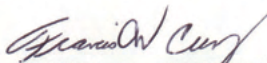
e. Repeated instances of reporting to a ship with less than a six month supply of medication,

f. Repeated instances of medical non-compliance, i.e., failing to provide requested and/or required medical documentation to support a fitness for duty determination,

g. Excessive absenteeism where a CIVMAR is unavailable for sea duty for a prolonged period over and above one year as a result of a work injury. Any action by MSFSC under this policy and/or advisory, including removal, is not related to and will not affect an employee's entitlements under the Federal Employees Compensation Act (FECA), as administered by the Department of Labor, Office of Workers Compensation Programs (OWCP).

4. In some cases a CIVMAR may have a medical condition that may qualify for disability retirement. Should this be the case, CIVMARS should feel free to contact "The Benefits Line" at 1-888-320-2917 to speak with a Customer Service Representative (CSR) who is available from 7:30 a.m. - 7:30 p.m. Eastern time, Monday through Friday, (except Federal holidays) to assist; or e-mail the CSR at: info@navybenefits.org.

5. Any CIVMAR who feels he/she may have a personal problem which may be affecting job performance, conduct, or work schedule, may obtain confidential counseling through the Civilian Employee Assistance Program (CEAP). For information concerning CEAP, please contact the Benefits & Services Branch by calling (757) 443-2849, 2847, 2844 or faxing (757) 443-5098.



FRANCIS W. CUNNINGHAM

Distribution: (MSFSCINST 5216.1E)
List I and II



TOTAL FORCE MANAGEMENT
MILITARY SEALIFT COMMAND
471 EAST C STREET
BLDG SP-64
NORFOLK, VA 23511-2419

IN REPLY REFER TO:
12711
Ser N12/1754
17 Dec 12

From: Deputy Director, CIVMAR Manpower and Personnel

Subj: NOTIFICATION TO EMPLOYEE OF RIGHT TO UNION REPRESENTATION
IN CERTAIN INVESTIGATORY INTERVIEWS (WEINGARTEN RIGHT)

Ref: (a) Title 5 USC, Ch 71, Sec 7114(a)(2)(B)
(b) Title 5 USC, Ch 71, Sec 7114(a)(3)

Encl: (1) Annual Weingarten Notice

1. Enclosure (1) is attached and forwarded, pursuant to reference (a) and (b), as official annual notification to bargaining unit employees of their rights to have a union representative present during certain investigatory interviews. Please post the attached notice where it reasonably can be expected to be seen by all affected employees (e.g. official bulletin boards). For additional information, please contact Atlee Ladao at (757) 443-2836 or send an email inquiry to msfsc_ler@navy.mil.


CONSTANCE L. HALLEEN
By direction

Distribution:

Masters, USNS Ships
OIC, USS EMORY S. LAND (AS 39)
OIC, USS MOUNT WHITNEY (LCC 20)
OIC, USS FRANK CABLE (AS 40)
Site Manager, CIVMAR Support Unit-East
Site Manager, CIVMAR Support Unit-West
Director, Training Center-East
Director, Fleet Training Center, San Diego
Director, Afloat Training Team Norfolk

Copy to:
COMSC (N111)

P12: UNION REPRESENTATION

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*****ATTENTION ALL CIVMARS*****

WEINGARTEN RIGHTS

ANNUAL NOTICE OF EMPLOYEE RIGHTS PURSUANT TO 5 U.S.C. 7114(a)(3)

1. Bargaining Unit employees have a right to have a union representative present during any examination conducted by an Agency representative (including all levels of supervision) in connection with an investigation if:

(a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(b) the employee requests representation

*Note: This does not generally apply to everyday work-related communications between supervisors and employees, or to discussions concerning job performance.

2. Supervisors and other Agency representatives are not required to notify employees of this right on an individual basis before proceeding with the examination under 5 U.S.C. 7114 (a)(3). The law requires that the Agency notify the bargaining unit employees annually of their right to representation during investigatory examinations.

3. The purpose of the examination is basically to obtain information from the employee. When a union representative is present, the employee should be permitted to consult the representative; however, the union representative is not entitled to answer on behalf of the employee or to bargain with management regarding the results of the investigation.

4. The right to representation applies only to employees in bargaining units, and permits representation only by the union holding exclusive recognition. This right is separate from any provisions of current agreements which may give bargaining unit employees the right to have a union representative present under circumstances other than an investigative examination.


CONSTANCE L. HALLEEN
Director
Labor and Employee Relations

Enclosure (1)

P13: COMPENSATORY TIME OFF FOR TRAVEL (CTFT) FOR CIVMARS

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

IN REPLY REFER TO:
5330
Ser N12/0723
9 Feb 14

Human Resources Advisory 2014-1

From: Deputy Director, CIVMAR Manpower & Personnel

Subj: COMPENSATORY TIME OFF FOR (CTFT) TRAVEL FOR CIVMARS

Ref: (a) Title 5, United States Code, §§ 5550b(a), 5541(2)(xi)
(b) 5 Code of Federal Regulations (CFR), Parts 550, 551, 610
(c) Assistant Secretary of Navy (FM&C), Business Process Memorandum for Civilian Time and Attendance, 1 June 2010
(d) Human Resources Advisory 2013-7, Compensatory Time Off for Travel for CIVMARS, 27 Nov 13

Encl: (1) Request for Compensatory Time Off for Travel

1. Purpose. This expands the eligibility for Compensatory Time Off for Travel to ALL MSC Civilian Service Marines (CIVMARS), including the unlicensed CIVMARS who were not previously eligible, in accordance with references (a) through (c). This advisory supersedes reference (d), which established basic procedures for CTFT, however it only applied to travel the began on or after 1 Dec 2013 for all Deck and Engine Officers, Pursers, MSOs, SCOs, RETs and Operations Chiefs, as well as West Coast SUPPOs and JSOs. CIVMARS who were not covered by reference (d) are now eligible for CTFT, effective 9 Feb 14. CTFT before this implementation will be address separately.

2. Cancellation. Reference (d).

3. Effective. This advisory applies to travel that began on or after 9 Feb 2014 for all Civilian Mariners. CTFT before that date will be addressed separately.

P13: COMPENSATORY TIME OFF FOR TRAVEL (CTFT) FOR CIVMARS

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Subj: COMPENSATORY TIME OFF FOR TRAVEL FOR CIVMARS

4. Background. In accordance with 5 CFR 550.1402, compensatory time for travel was made available to prevailing wage civilian employees under Title 5 of the United States Code, Chapter 5, Subchapter IV. CIVMARS are prevailing wage employees covered by that subchapter under 5 U.S.C. 5348.

5. Policy. CIVMARS may earn compensatory time for travel for time spent in excess of their regularly scheduled hours and away from their official duty station when such time is not otherwise compensable.

6. Applicability.

(a) CTFT applies to:

(1) Official travel that has been authorized outside a CIVMAR's regular working hours. CIVMARS' normal working day is eight hours (8) per day. Although the number of hours worked per week by CIVMARS varies depending upon the position held, base rates of pay apply over the full seven-day workweek. CTFT is creditable after a CIVMAR has worked/traveled in excess of the first eight hours per day, unless specified below.

(2) Time outside of regular working hours actually spent traveling between the official duty station and a temporary duty station;

(3) Time outside of regular working hours actually spent traveling between two temporary duty stations;

(4) The usual waiting time (up to 90 minutes, 2 or 3 hours before the scheduled departure, depending on whether the land transport or flight is domestic or international) preceding or interrupting such travel (waiting at an airport, train station, etc. prior to departure) outside of regular working hours;

(5) Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of their official duty station, in excess of the employee's normal commuting time is creditable towards compensatory travel time (normal commuting time is not creditable time in a travel status), see (b) (2), below; and

(a) The waiting time (one or two hours before the scheduled departure, depending on whether the flight is domestic or international) is considered "usual waiting time" and is

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Subj: COMPENSATORY TIME OFF FOR TRAVEL FOR CIVMARS

creditable time in a travel status if outside normal working hours.

In addition, time spent at an intervening airport waiting for a connecting flight is creditable time in a travel status if outside normal working hours, subject to exclusions for bona fide meal periods. Military Sealift Command "usual waiting time" is defined as:

- Up to 60 minutes prior to departure for train and bus service
- Up to 90 minutes prior to departure if not checking bags for domestic flights;
- Up to 2 hours for domestic flights, if checking bags
- Up to 3 hours for international flights

(b) CTFT **DOES NOT** apply to:

(1) Masters' and Chief Engineers' one hour overtime. The one hour of overtime that Masters and Chief Engineers receive for each day they are on the payroll in a duty status, or on approved leave, is compensation and must be accounted for in CTFT computations. This hour must be deducted, as it does not count toward earning CTFT.

(2) Normal commuting time. For CIVMARs who live near CSU-E/W, the normal home-to-work/work-to-home commuting time will be deducted to obtain credible travel time;

(3) Travel Layovers. If a CIVMAR travels over the course of two or more days, the CIVMAR will not accrue CTFT for any layovers between flights that would permit the CIVMAR to exit the airport and return to the airport later with adequate time prior to the next departure;

(4) Where Ship's Leave is granted, since travel associated with Ship's Leave is in a non-duty status;

(5) Where cash settlements in lieu of travel benefits are utilized since those employees are traveling in a non-duty status, CMPI 4650 6-3;

(6) Meal periods of 30 minutes and if during actual travel time or waiting time (not in-flight meals); and

P13: COMPENSATORY TIME OFF FOR TRAVEL (CTFT) FOR CIVMARS

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(7) Long delays between flights that permit time for activities that do not include direct travel (to and from duty stations). An extended waiting period due to long delays during which the CIVMAR is free to rest, sleep, or otherwise use the time for his/her own purposes is not considered time in a travel status.

7. Increments: Compensatory time for travel is credited and used in one tenth hour (6 minute) increments.

8. Travel involving two or more time zones. The time zone from point of first departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing compensatory time off for travel.

9. Requesting Compensatory time off for travel. All claims must be submitted within 5 working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended Temporary Duty (TDY) (over 45 days), the traveler must submit a claim for each 30-day period. That claim must be submitted within 5 days after each 30-day period.

Requests for CTFT should be submitted as following, using enclosure (1):

(a) For CIVMAR Attached to Ship (joining ship, training, SFL, TDY), the ship's Master and Department Heads will review and approve requests for CTFT. Requests for CTFT must be accompanied by a travel voucher (claim) if travel orders were issued for the trip. Both the travel voucher and the approved request for CTFT should be submitted to the MSC Travel Branch (N842) for settlement. N842 will submit approved CTFT requests to Payroll Office (N844) for posting in CIVMAR's leave records.

(b) CIVMAR Ashore - Travel Orders Issued:

The CIVMAR should submit their request for CTFT with their travel voucher. CTFT will not be considered unless a travel claim has been filed. CIVMAR may submit the forms at CSU-E/W, and the forms will be initially submitted to MSC Travel (N842). N842 will forward the CTFT request to appropriate Marine Placement Specialist (N123) who may approve CTFT. Once approved, N123 will forward CTFT requests to Payroll Office (N844) for recording in CIVMAR's leave records;

P13: COMPENSATORY TIME OFF FOR TRAVEL (CTFT) FOR CIVMARS

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Subj: COMPENSATORY TIME OFF FOR TRAVEL FOR CIVMARS

(c) CIVMAR Ashore - Travel orders Not Issued:

The CIVMAR will submit the request for CTFT to the appropriate CSU-E/W or the Training Center-E/W Site Manager. The CTFT request must indicate that no orders were issued for the travel, and explain transportation agreement (i.e. bus, or POV). The Marine Placement Specialist will review and approve the request for CTFT. Approved CTFT requests will be forwarded to the Payroll Office (N844) for posting in CIVMAR's leave records.

10. Earned CTFT.

(a) Use. A CIVMAR who has earned CTFT in a previous pay period may use those hours to cover a paid absence from work rather than using another form of leave. CIVMARS must schedule and request to use earned CTFT the same as any other type of leave. Request CTFT on a Request for Leave or Approved Absence form (OPM Form 71) by indicating "Other Paid Absence" as the type of leave, and specify "Comp Time Off for Travel" in the remarks section.

(b) Expiration of CTFT. An employee must use his/her accrued CTFT by the end of the 26th pay period after the pay period during which it was earned or the employee must forfeit such compensatory time off, except in the following circumstances:

i. Unused compensatory time off for travel will be held in abeyance for an employee who separates, or is placed in a Leave Without Pay (LWOP) status, and later returns following (1) separation or leave without pay to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and a return to service through the exercise of a reemployment right or (2) separation or LWOP due to an on-the-job injury with entitlement to injury compensation under 5 U.S.C. chapter 81. The employee must use all of the CTFT held in abeyance by the end of the 26th pay period following the pay period in which the employee returns to duty, or such CTFT will be forfeited.

ii. If an employee fails to use his or her accrued CTFT before the end of the 26th pay period after the pay period during which it was earned due to an exigency of the service beyond the employee's control, the head of an agency or his/her designated representative, at his or her sole and exclusive discretion, may extend the time limit for up to an additional 26 pay periods.

P13: COMPENSATORY TIME OFF FOR TRAVEL (CTFT) FOR CIVMARS

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Subj: COMPENSATORY TIME OFF FOR TRAVEL FOR CIVMARS

11. Additional information on CTFT can be found on the OPM website:

OPM Fact Sheet: Compensatory Time Off:

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>

<http://www.opm.gov/oca/pay/HTML/COMP.htm>

OPM Questions and Answer on Compensatory Time Off for Travel:

<http://archive.opm.gov/oca/compmemo/2005/2005-03-att1.asp>

FMR Volume 9:

<http://comptroller.defense.gov/fmr/current/09/Volume 09.pdf>



FRANCIS W. CUNNINGHAM

FACIAL HAIR POLICY



The shaded portions show the respirator seal areas.



CORRECT



Clean Shaven



Narrow Mustache



Lower Lip Patch

INCORRECT



Long Mustache



Wide Mustache



Full Beard



Partial Beard



Narrow Mustache and Beard



Extended Sideburns

Pursuant to the policy message of RADM Dee L. Mewbourne, Commander, Military Sealift Command, 22 Jan 2018



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This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the page.

APPENDIX

APPENDIX DIRECTORY

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A1.	Acronyms	153
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The following table should reflect acronyms used in this handbook.

AB	Able Seaman
ADA	Americans with Disabilities Act
AE	Armed Forces Europe
AJ	Administrative Judge
AL	Annual Leave
AP	Armed Forces Pacific
AWOL	Absent With Out Leave
CAC	Common Access Card
CBA	Collective Bargaining Agreement
CBC	Civilian Benefits Center
CBR-D	Chemical Biological Radiological-Defense
CEAP	Civilian Employment Assistance Program
CFR	Code of Federal Regulations
CHRM	Civilian Human Resources Manual
CIVMAR	Civil Service Mariner
CLF	Combat Labor Force
CMPI	Civilian Marine Personnel Instruction
COMSC	Commander Military Sealift Command
COMSCINST	Commander Military Sealift Command Instruction
CONUS	Continental United States
COP	Continuation Of Pay
CPO	Chief Petty Officer
CSC	CIVMAR Support Center
CSR	Customer Service Representative
CSRO	Customer Service Representative Office
CSU	Customer Support Unit
CTFT	Compensatory Time-off For Travel
CTO	Commercial Travel Office
DAP	Deck Engineer Machinist Advancement Program
DFAS	Defense Finance and Accounting Service
DFWP	Drug-Free Workplace Program
DoL	Department of Labor

A1: ACRONYMS

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DoN	Department of Navy
DoW	Department of War
DPM	Disability Program Manager
ETAP	Electronic Technician Advancement Program
EBIS	Employee Benefits Information System
ECAB	Employee Compensation Appeal Board
EEQ	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
FAQ	Frequently Asked Question
FECA	Federal Employees Compensation Act
FFD	Fit for Duty
FMLA	Family Medical Leave Act
FMO	Fleet Medical Officer
FOIA	Freedom Of Information Act
FPO	Fleet Post Office
GS	Government Service
GSD	Global Service Desk
GOGO	Government Owned Government Operated
GOV	Government Owned Vehicle
ICPA	Injury Compensation Program Administration
ISM	International Safety Management
JTR	Joint Travel Regulations
KSA	Knowledge, Skills and Abilities
LBB	Leave Buy Back
LER	Labor Employee Relations
LES	Leave and Earnings Statement
LWOP	Leave Without Pay
MEBA	Marine Engineers' Beneficial Association
MMC	Merchant Marine Credential
MPS	Marine Placement Specialist
MRO	Medical Review Officer
MSC	Military Sealift Command
MSO	Medical Services Officer

MSPB	Merit Systems Protection Board
NAVOSH	Navy Occupational Safety & Health
NEO	New Employee Orientation
NFAF	Naval Fleet Auxiliary Force
NFFD	Not Fit For Duty
NKO	Navy Knowledge Online
NTE	Not To Exceed
OFO	Office of Federal Operations
OPF	Official Personnel File
OPM	Office of Personnel Management
OSAP	Ordinary Seaman Advancement Program
OSC	Office of Special Counsel
OWCP	Office of Worker's Compensation Program
PDS	Permanent Duty Assignment
PFAS	Fall Protection Arrest System
PII	Personal Identifiable Information
PKI	Public Key Infrastructure
POA	Promotion Opportunity Announcement
POC	Privately Owned Conveyance
POSH	Prevention Of Sexual Harassment
RFPNW	Rating Forming Part of a Navigation Watch
RFPEW	Rating Forming Part of an Engineering Watch
RIF	Reduction in Force
S&Q	Subsistence and Quarters
SATO	Scheduled Air Transportation Office
SAVI	Sexual Assault Victims Intervention Program
SECNAV	Secretary of the Navy
SERE	Survival, Evade, Resist, Extract
SES	Senior Executive Service
SF	Standard Form
SL	Shore Leave
SMS	Safety Management System
SRS	Surface Rescue Swimmer

A1: ACRONYMS

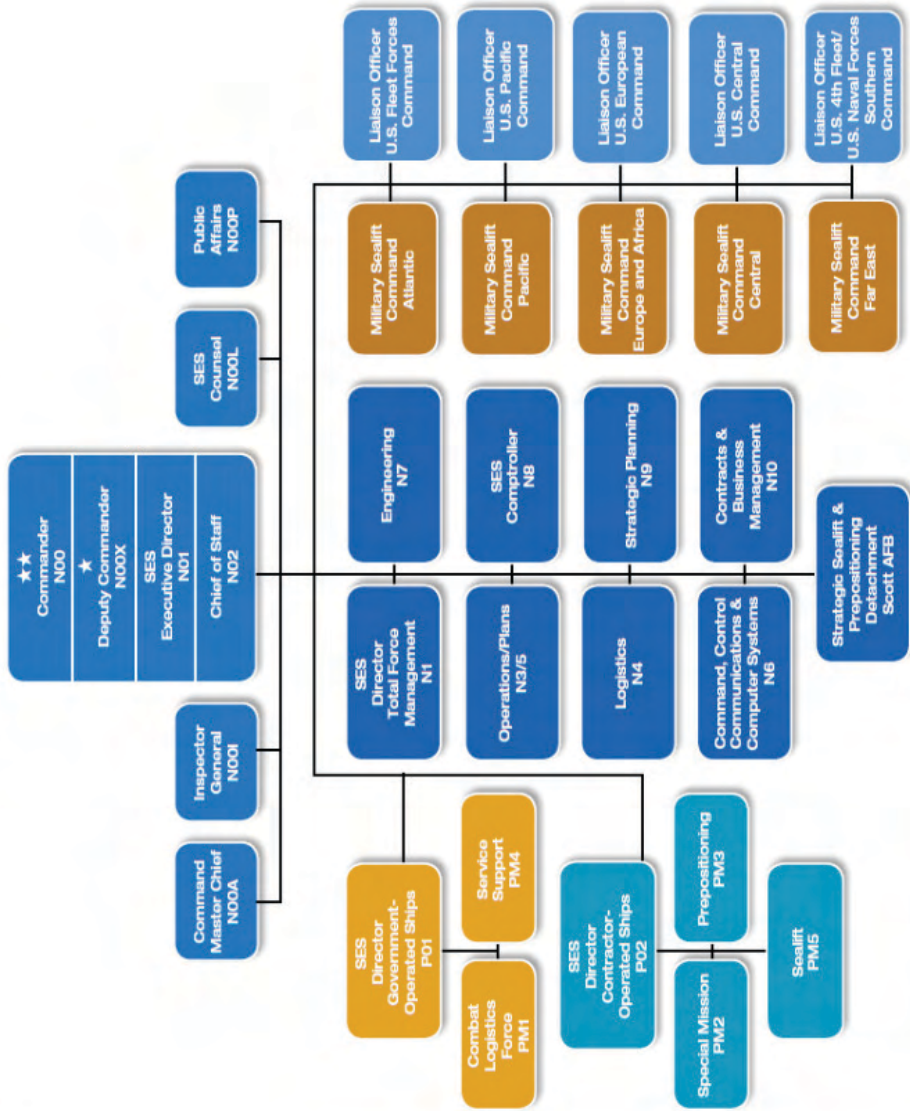
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SSA	Social Security Administration
SSN	Social Security Number
STCW	Standards of Training Certification & Watchkeeping
T&A	Time and Attendance
TC	Training Center
TDY	Temporary Duty Assignment
TDP	Testing Designated Positions
TIB	Training Information Bulletins
TOAR	Towing Officer's Assessment Record
TSP	Thrift Savings Plan
TwIC	Transportation Worker Identification Credential
UCPS	Unified Civilian Mariner Payroll System
UNREP	Underway Replenishment
USCG	United States Coast Guard
USD/P&R	Under Secretary of Defense for Personnel and Readiness
USN	United States Navy
USNS	United States Naval Ship
VERTREP	Vertical Underway Replenishment
WAP	Wiper Advancement Program

A2: MSC ORGANIZATIONAL CHART

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MILITARY SEALIFT COMMAND



A2: SHIPBOARD ORGANIZATION

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SHIPBOARD ORGANIZATION

All MSC afloat positions have titles and pay similar to their counterparts in the maritime industry. These ranks are used by administrators to determine assignment, type of quarters, messing facilities and a chain of command. The following position titles may be found aboard MSC CIVMAR manned ships:

Deck	Engine	Supply
Master	Chief Engineer	Supply Officer
1 st Officer (Chief Mate)	1 st Assistant Engineer	Junior Supply Officer
2 nd Officer	2 nd Assistant Engineer	Yeoman Storekeeper
3 rd Officer	3 rd Assistant Engineer	Assistant Storekeeper
Boatswain	Chief Electrician / Electrician	Chief Steward
Boatswain Mate	2 nd Electrician	Steward Cook
Operations Chief	Refrigeration Engineer	Chief Cook
Able Seaman	Deck Mechanic/Machinist	2 nd Cook
Ordinary Seaman	Unlicensed Junior Engineer	3 rd Steward
	Pumpman	Cook Baker
	Electronics Technician	Assistant Cook
	Engine Utilityman	Supply Utilityman
	Oiler / Fireman Watertender	Laundryman
	Wiper	

Medical	Purser	Communications
Medical Services Officer	Purser (Officer)	Ships Communication Officer
		Chief Radio Electronics Technician
		1 st Radio Electronics Technician
		2 nd Radio Electronics Technician

EAST COAST FLEET

USNS APACHE	TATF 172	FPO AE 09564-4003
USNS ARCTIC	TAOE 8	FPO AE 09564-4006
USNS BIG HORN	TAO 198	FPO AE 09565-4072
USNS CHOCTAW COUNTY	TEPF 2	FPO AE 09566-2805
USNS COMFORT	TAH 20	FPO AE 09566-4008
USNS GRAPPLE	TARS 53	FPO AE 09570-4133
USNS GRASP	TARS 51	FPO AE 09570-4106
USNS JOHN LENTHALL	TAO 189	FPO AE 09577-4091
USNS JOSHUA HUMPHREYS	TAO 188	FPO AE 09573-4046
USNS KANAWHA	TAO 196	FPO AE 09576-4075
USNS LARAMIE	TAO 203	FPO AE 09577-4004
USNS LEROY GRUMMAN	TAO 195	FPO AE 09570-4095
USNS LEWIS PULLER	TESB 3	FPO AE 09591
USNS MEDGAR EVERS	TAKE 13	FPO AE 09568-4124
USS MOUNT WHITNEY	LCC 20	FPO AE 09517-3310
USNS PATUXENT	TAO 201	FPO AE 09582-4012
USS PONCE	AFSB 15	FPO AE 09582-1717
USNS ROBERT E. PEARY	TAKE 5	FPO AE 09582- 4110
USNS SPEARHEAD	TEPF 1	FPO AE 09587-2800
USNS TRENTON	TEPF 5	FPO AE 09583
USNS WILLIAM McLEAN	TAKE 12	FPO AE 09578-4123
USNS ZEUS	TARC 7	FPO AE 09595-4076

A3: SHIP ADDRESSES

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WEST COAST FLEET

USNS ALAN SHEPARD	TAKE 3	FPO AP 96678-4105
USNS AMELIA EARHART	TAKE 6	FPO AP 96664-4114
USNS BRUNSWICK	TEPF 6	FPO AE 09591-0600
USNS CARL BRASHEAR	TAKE 7	FPO AP 96661-4107
USNS CATAWBA	TATF 168	FPO AP 96662-4007
USNS CEASER CHAVEZ	TAKE 14	FPO AP 96662-1421
USNS CHARLES DREW	TAKE 10	FPO AP 96663-4120
USS EMORY S. LAND	TAS 39	FPO AP 96667-2610
USNS FALL RIVER	TEPF 4	FPO AP 96691
USNS FLINT	TAE 32	FPO AP 96665-4022
USS FRANK CABLE	TAS 40	FPO AP 96657-2615
USNS GUADALUPE	TAO 200	FPO AP 96666-4030
USNS HENRY J. KAISER	TAO 187	FPO AP 96670-4086
USNS HOWARD LORENZEN	TAGM 25	FPO AE 96671
USNS JOHN ERICSSON	TAO 194	FPO AP 96664-4071
USNS LEWIS & CLARK	TAKE 1	FPO AE 96671
USNS MATTHEW PERRY	TAKE 9	FPO AP 96675-4108
USNS MERCY	TAH 19	FPO AP 96672-4090
USNS MILLINOCKET	TEPF 3	FPO AE 99762
USNS NAVAJO	TATF 169	FPO AP 96673-4036
USNS PECOS	TAO 197	FPO AP 96675-4099
USNS RAINIER	TAOE 7	FPO AP 96677-4005
USNS RAPPAHANNOCK	TAO 204	FPO AP 96677-4027
USNS RICHARD E. BYRD	TAKE 4	FPO AP 96661-4104
USNS SACAGAWEA	TAKE 2	FPO AE 96678
USNS SAFEGUARD	TARS 50	FPO AP 96678-4103
USNS SALVOR	TARS 52	FPO AP 96678-4176
USNS SIOUX	TATF 171	FPO AP 96678-4063
USNS SUPPLY	TAOE 6	FPO AE 09587-4037
USNS TIPPECANOE	TAO 199	FPO AP 96679-4040
USNS WALLY SCHIRRA	TAKE 8	FPO AE 96678
USNS WALTER S. DIEHL	TAO 193	FPO AP 96663-4020
USNS WASHINGTON CHAMBERS	TAKE 11	FPO AP 96662-4011
USNS YUKON	TAO 202	FPO AP 96686

A4: RANK AND DEPARTMENTAL INSIGNIAS

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DECK	Master	First Officer	Second Officer	Third Officer
				
				
				
				

LOGISTICS	Supply Officer	Junior Supply Officer
		
	 	 

PURSER	Purser
	
	 

A4: RANK AND DEPARTMENTAL INSIGNIAS

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ENGINE	Chief Engineer	First Assistant Engineer	Second Assistant Engineer	Third Assistant Engineer
				
				
				
				

MEDICAL	Medical Services Officer
	  

COMMUNICATIONS	Ships Communication Officer
	  

CULINARY	Chief Steward
	  

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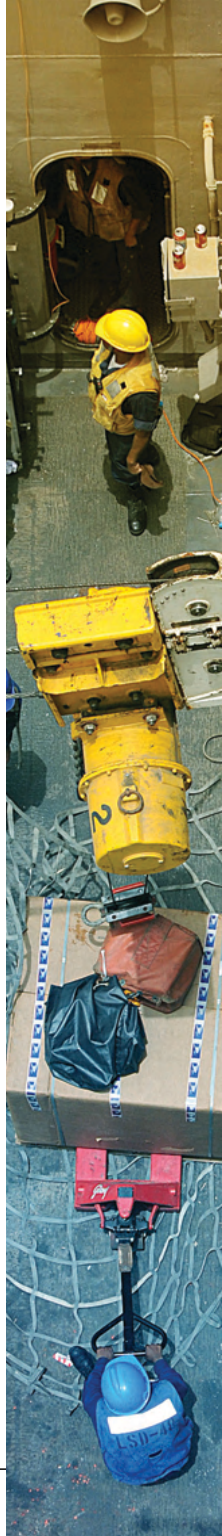
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