



DEPARTMENT OF THE NAVY
COMMANDER, MILITARY SEALIFT COMMAND
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WASHINGTON NAVY YARD DC 20398-5540

IN REPLY REFER TO
COMSCINST 12451.6B
Nil
07 MAR 2013

COMSC INSTRUCTION 12451.6B

Subj: TOWING OFFICER ASSESSMENT RECORD AWARDS PROGRAM

- Ref: (a) U.S. Coast Guard National Maritime Center ltr of
28 Apr 11 Military Sealift Fleet Support Command
Towing Officer Assessment Record Program
(b) 46 CFR 11.464-465
(c) 46 CFR 10.304(h)
(d) U.S. Coast Guard COMDTPUB 16700.4. Navigation and
Vessel Inspection Circular (NAVIC) 4-01 of 21 May 01
(e) U.S. Coast Guard COMDTPUB 16700.4. Navigation and
Vessel Inspection Circular (NAVIC) 6-97 of 26 Jun 97
(f) MSFSCINST 12451.5

1. Purpose. Establish a program and consistent procedures for providing incentive awards and recognition to Deck Officers completing and maintaining Towing Officer Assessment Record (TOAR) and Designated Examiner (DE) qualifications in order to sail and assess those to sail in the capacity of towing officer aboard towing vessels.

2. Cancellation. MSFSCINST 12451.6A

3. Background

a. Military Sealift Command (MSC) must maintain a sufficient cadre of TOAR and DE qualified Deck Officers to properly man and sustain our towing and salvage ships. Achieving qualification as a Towing Officer with a TOAR or qualifying as a DE and maintaining that certification contributes positively to MSC's ability to meet mission requirements and enhances professional depth.

b. Per reference (a), the Towing Officer Assessment Program is specifically approved by the United States Coast Guard (USCG) National Maritime Center (NMC). References (b) through (e) provide general guidelines.

(1) Once TOAR is completed, the Deck Officer is required to submit his/her TOAR to the USCG NMC to have the towing endorsement added to their license. The completed TOAR must be submitted, along with an application requesting "Towing

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Endorsement Limited to Astern only", and added to their license. The TOAR is good for five years. If during this time the Deck Officer has sailed and maintained a regular work schedule, a letter will be sent by Military Sealift Command (MSC) Norfolk Workforce Development Division (N13) to the USCG NMC stating such; and the TOAR qualification will be extended.

(2) To be eligible to be approved as a certified DE, the Civil Service Mariner (CIVMAR) must hold a valid Master of Towing license and have at least two years experience as Captain of a MSC towing vessel conducting astern towing or at least three years experience as Captain aboard non-MSC towing vessels on the route requested. The DE is good for five years. If during this time the Deck Officer has sailed onboard towing vessels, maintained a regular work schedule, and has a valid Master of Towing license, a letter will be sent by MSC Norfolk N13 to the USCG NMC stating continued ability to assess the competence of merchant mariners and the DE qualification is extended.

c. Support for the program and appropriate awards are necessary to ensure that TOAR and DE Deck Officers remain committed to the program.

4. Policy

a. These guidelines and procedures are to be followed by the Masters and DEs of all towing vessels including Safeguard-class salvage ships (T-ARS) and the Powhatan class of fleet ocean tugs (T-ATF) to ensure all assessments are performed by the candidate and observed by the DE aboard that vessel.

b. Once the TOAR is completed and the officer has sailed for 30 days in the route the vessel is inspected for, he/she must submit the TOAR, along with an application, requesting that "Towing Endorsement Limited to Astern only" be added to their license. Per references (a) and (b), a mariner holding a license as a Master or mate of steam or motor vessels of greater than 200 gross register tons or as first-class pilot may operate towing vessels within any restrictions on their license if they:

(1) Have a minimum of 30 days of training and observation on towing vessels for the route (either Oceans, near Coastal, Great Lakes, Inland, or Western Rivers) being assessed; and

(2) Hold a completed TOAR described in references (a) through (c) that shows evidence of assessment of practical

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demonstration of skills, including a completed Master certification page.

c. As outlined in references (a), (d) and (e), in order to be approved by the USCG and appointed as a DE, a mariner must have documentary evidence to establish that they:

(1) Have had experience, training, or have been instructed in assessment techniques;

(2) Are qualified in the task for which the assessment is being conducted; and

(3) Holds the level of license, endorsement, or other professional credentials required for those who would apply the relevant level of shipboard knowledge, skills, and abilities to be assessed.

d. Responsibility for the proper administration of this program rests with the MSC Norfolk TOAR Program Coordinator and the licensed Deck Officer Marine Placement Specialist. Initiation of all award actions will be accomplished by the TOAR Program Coordinator. In addition, Masters, Department Heads, and cognizant staff officials ashore will assist as required.

5. Implementation

a. The comprehensive TOAR award program will provide specific monetary and time off incentive awards in the following categories:

(1) Recognition for a single four month assignment followed by an extension of not less than a four month assignment.

(2) Recognition for a second four month assignment followed by a previous four month assignment on another ATF/ARS separated only by earned leave and required training (ship to ship not required).

(3) Recognition for acquiring the DE qualification.

(4) Recognition for completing the TOAR.

(5) Recognition for specific towing missions, humanitarian missions, show the flag and community relations missions, Mobile Underwater Diving Salvage Unit and salvage, and de-beaching.

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b. Award payouts shall be administered in accordance with enclosure (3) of reference (f). MSC Norfolk will coordinate with the vessels and will advise the Deck Marine Placement Specialist supervisors and TOAR Program Coordinator according to the following schedule:

(1) Award \$5,000 for the initial DE achievement.

(2) Award \$3,000 for the initial completed Towing Officer license endorsement.

(3) Award \$1,000 for Incentive for renewal of either the DE or a towing endorsement on the Deck Officer license.

(4) Recognition of Time-Off Award of 32 hours for every 4 month assignment followed by at least a 4 month extension aboard a towing vessel.

(5) Recognition of Time-Off Award of 32 hours for every 4 month extension aboard a towing vessel past the first 4 month extension delineated in paragraph 4.b.1. Time off leave is not to exceed 80 hours per year.

6. Review. N11 is responsible for the annual review of this instruction.



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