



# MILITARY SEALIFT COMMAND Cadet Shipping Handbook

12/2016

*Take Command of Your Career.*

MSC







**CIVMAR SUPPORT  
CENTER**

**877-JOBS-MSC (562-7672)  
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# Table of Contents

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- 1. The Making of MSC . . . . . 1
- 2. Employment Rights . . . . . 7
- 3. Sexual Assault Prevention & Response (SAPR) Program . . . 19
- 4. Expectations . . . . . 23
- 5. Your Job as a Cadet/Student . . . . . 41
- 6. Cadet Medical Requirements . . . . . 63
- 7. Holidays, Pay & Leave . . . . . 69

*Continued on next page*

# Table of Contents

---

Page vi

P. Policies . . . . .	73
P1. Equal Employment Opportunity & Discrimination	
P2. Anti-Harassment	
P3. Anti-Discrimination & Retaliation	
P4. Reasonable Accommodation	
P5. Sexual Assault Prevention & Response	
P6. Physical Requirements	
P7. Safety Policy	
P8. Drug Testing	
P9. Interpersonal Relationships	
P10. Ethics Policy	
P11. Work Schedule	
P12. Compensatory Time Off For Travel (CTFT) for CIVMARs	
A. Appendix . . . . .	111
A1. Acronyms	
A2. MSC Organization	
A3. Ship Addresses	
A4. Rank & Departmental Insignia	
Notes . . . . .	123
Index . . . . .	127



# 1. The Making of MSC

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Page 1

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 Defense's (DoD) 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.<sup>1</sup>

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<sup>1</sup> See MSC Organizational Chart in Appendix - A2

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.

# The Making of MSC

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Page 2

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.<sup>2</sup>

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. A cadet<sup>3</sup> is an important part of tomorrow's MSC.

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.

## CADET SHIPPING PROGRAM

The Cadet Shipping Program is a planned, progressive educational program, in cooperation with a Maritime Educational Institute (MEI)<sup>4</sup> that provides for the integration of the student's academic studies with practical work experience. This program has been established in order to help cadets develop the skills necessary to safely function as a knowledgeable and effective member of a ship's crew. This program is consistent with 5 CFR Schedule B.213.3202 for student employment in the excepted service and MSC policy.

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<sup>2</sup> Data indicated as of 2015.

<sup>3</sup> Cadet represents any student or midshipman working onboard a MSC ship and is used interchangeably with student throughout this handbook.

<sup>4</sup> A Maritime Educational Institute is an organization that has a shipping agreement with Military Sealift Command. This includes Academies and Maritime Training Schools with a special emphasis on maritime studies.

The purpose of the Cadet Shipping Program is to provide students with the opportunity, to work toward completion of their U.S. Coast Guard (USCG) sea service requirements, prepare for licensing exams, and complete school-assigned sea projects while serving on board vessels operated by MSC. The



Cadet Shipping Program also introduces students to the career opportunities available with MSC.

The Cadet Shipping Program coordinator is assigned to the Civil Service Mariner (CIVMAR) Training Branch and may be reached at 757-443-2803.

In order to participate in the program, a student must:

1. Be enrolled in an approved MEI that has a Memorandum of Agreement signed with MSC;
2. Be specifically nominated for assignment by the MEI's Program Coordinator, and approved for the assignment by the Cadet Shipping Coordinator;
3. Be a U.S. citizen, a national (resident of American Samoa or Swains Island), or a naturalized citizen with certification;
4. Submit a copy of their current, valid U.S. Passport, USCG Merchant Mariner's Credential (MMC) and Transportation Worker's Identification Card (TWIC) to the Cadet Shipping Coordinator, along with the other required Federal job application forms to the Cadet Shipping Program Coordinator in a timely manner;
5. Be capable of speaking, understanding, reading and writing the English language as necessary to perform the duties of the assigned cadet position and respond to emergencies aboard ship;
6. Provide proof of passing a current USCG physical. Also, provide recent proof of passing a drug test, or provide proof of enrollment in a federally-approved drug testing program;
7. Provide proof of recent completion (within 5 years) of the USCG Basic Safety Training (BST) elements: Basic Marine Fire Fighting, Personal Survival, Personal Safety & Social Responsibility, and Basic First Aid to include Cardiopulmonary Resuscitation (CPR) and the Automated External Defibrillator (AED).

# The Making of MSC

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Page 4

A cadet will work on board MSC ships for a 45-120 day assignment, depending on the nature of the ship's operations and overall vessel availability. MSC's goal is to provide each cadet real-world work experience under close supervision and guidance, helping the cadet develop an understanding of the technical expertise and leadership qualities required of a trained professional in the maritime industry. Cadets will experience an on-the-job maritime training experience guided by stringent practical, academic and safety requirements. A separate MSC Memorandum of Agreement with the cadet's MEI, will outline the specifics of these requirements.

The MEI and MSC will work together to ensure the cadet's academic and work experiences in the MSC Cadet Shipping Program are carried out to the mutual satisfaction and benefit of all.

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## 2. Employment Rights

Page 7

**A cadet is hired as a temporary employee to fulfill their training requirements.**

Cadets are assigned to work schedules to perform various duties and watches. A cadet will receive a stipend/salary in compliance with current MSC cadet wage scales.

Cadets with MSC have rights as a temporary federal employee. This includes access to the Equal Employment Opportunity (EEO) Program, protection from sexual harassment and violence in the workplace, and protection of their Personally Identifiable Information (PII) under the Privacy Act.

### **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 activity<sup>5</sup>. 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.<sup>5</sup>
- Discrimination on the basis of sexual orientation is not covered under 29 CFR 1614, however it is a prohibited personnel practice

<sup>5</sup> For full Policy Statement see Policies Section - P1

<sup>6</sup> See procedures on filing an EEO Complaint - page 11

# Employment Rights

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Page 8

as set forth in Executive Order 13087. If you believe you have been discriminated against based on sexual orientation, you may seek assistance either from the Merit Systems Protection Board or the Office of Special Counsel.

## 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 Place<sup>7</sup> applies to all CIVMARs under MSC cognizance at sea or at shore-based facilities/offices.

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<sup>7</sup> For full Policy Statement see Policies Section - P1

- This definition applies to any person, regardless of gender, 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
  - 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.

# Employment Rights

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Page 10

Petty sights, 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 & 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@navy.mil](mailto:MSC_EEO@navy.mil) or via the hotline 757-341-3310. Additional information about EEO, and its processes, may be found at [www.eeoc.gov](http://www.eeoc.gov).

## 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.<sup>8</sup>

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<sup>8</sup> The three exceptions are rarely used and pertain to particularly sensitive law enforcement and national security matters.

# Employment Rights

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Page 12

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 [www.msc.navy.mil/foia](http://www.msc.navy.mil/foia). You may also contact the Office of Counsel (N00L) 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.

## **POLICY ON SPEAK-ENGLISH ONLY**

Per 29 Code of Federal Regulations 1606.7 and OPNAVINST 5334.1F and pursuant to MSC's INST 12710.2, only (b), 29 Code of Federal Regulations 1606.7(c), OPNAVINST 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 (gender identity, including transgender status or sexual orientation), 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.

# Employment Rights

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Page 14

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.

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.

# Employment Rights

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Page 16

## **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 (gender identity, including transgender status or sexual orientation), 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, 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@navy.mil](mailto:msc_eeo@navy.mil) or our link for online filing of EEO complaints at <http://www.msc.navy.mil/eeo>.

## Employment Rights: Notes

Page 17

## Page 18

Page 18

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### 3. Sexual Assault Prevention & Response (SAPR) Program

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Page 19

Sexual assault is never acceptable. 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. Every Sailor, Marine, and Department of Navy (DoN) Civilian shares 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. Sexual assault undermines teamwork, morale, unit cohesion, and operation readiness. The effects of sexual assault are incompatible with the core values of the Navy and the Military Sealift Command (MSC). There is 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.

Sexual assault encompasses a broad range of intentional and non-consensual sexual contact, including 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:

- Notice the event
- Interpret it as an emergency
- Take responsibility to act – do not assume someone else will
- Decide how to act
- Choose to act

Sexual assault is illegal and has no place at Military Sealift Command.

# Sexual Assault Prevention & Response (SAPR) Program

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Page 20

There are two reporting options available: unrestricted and restricted. With the Unrestricted Reporting option, anyone may report a sexual assault to the Sexual Assault Regional Coordinator (SARC), Sexual Assault Victim Advocate (SAPR VA), healthcare person, or to command authorities; an official investigation will take place. Restricted Reporting is available only for military personnel; personnel using this reporting option can only report to the SARC, SAPR VA or healthcare personnel; an official investigation will not take place. 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.

Civilian personnel can also contact 757-803-4530 (SAPR POC, 24/7) at Military Sealift Command or email [msc\\_eeo@navy.mil](mailto:msc_eeo@navy.mil).

## Sexual Assault Prevention & Response (SAPR) Program: Notes

Page 21

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## Sexual Assault Prevention & Response (SAPR) Program: Notes

Page 22

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## 4. Expectations

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Page 23

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,<sup>9</sup> 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.<sup>10</sup> As such all Command policies and ship orders apply to cadets when assigned to MSC vessels. 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.

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<sup>9</sup> For full Policy Statement see Policies Section - P5

<sup>10</sup> For MSC Inst. 12710.1 see Policies Section - P6

<sup>11</sup> For full Policy Statement see Policies Section - P5

As a CIVMAR in a testing designated position, you are required to acknowledge and sign the Notice of Random Drug Testing Memorandum.<sup>11</sup> 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

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 (N1).

## **STANDARDS OF CONDUCT FOR DEPARTMENT OF THE NAVY PERSONNEL**

The “Standards of Conduct for Employees of the Executive Branch,” at 5 CFR § 2635<sup>12</sup>, 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;

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<sup>12</sup> You can obtain this shipboard via the Purser or by contacting the CIVMAR Support Center at 800-793-5784..

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;

# Expectations

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Page 26

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.<sup>13</sup> Sanctions for such infractions may include reprimand, suspension without pay, removal, and other actions in accordance with applicable law and agency regulations.

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<sup>13</sup> Executive Order #12968  
(Access to Classified  
Information, Section 6.4  
Sanctions).

**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.

# Expectations

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Page 28

**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.

**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.<sup>14</sup>

**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 (N00L) 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.

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<sup>14</sup> See Hatch Reform  
Amendment - page 32

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://www2.oge.gov/Web/OGE.nsf/All%20Documents/25792F3D2FF647AF85257E96006A90F1/\\$FILE/f69da5359a134002808b96ca703cc4692.pdf?open](https://www2.oge.gov/Web/OGE.nsf/All%20Documents/25792F3D2FF647AF85257E96006A90F1/$FILE/f69da5359a134002808b96ca703cc4692.pdf?open)
- Navy Code of Ethics - <http://ethics.navy.mil/content/codeofethics.aspx>
- Core Values Charter -  
<http://ethics.navy.mil/content/corevaluescharter.aspx>
- Secretary of the Navy Statement on Ethics, ALNAV 013/07 -  
<http://ethics.navy.mil/content/secnavmsgstatement.aspx>
- United States Office of Government Ethics - [www2.oge.gov](http://www2.oge.gov)
- DoD Standards of Conduct Office -  
[www.dod.mil/dodgc/defense\\_ethics/](http://www.dod.mil/dodgc/defense_ethics/)
- 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) Manual<sup>15</sup> 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.

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<sup>15</sup> You can obtain this by contacting the CIVMAR Support Center.

# Expectations

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Page 30

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.
- 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

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 (N733), 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 of 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.

# Expectations

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Page 34

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 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.
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 report immediately 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 to 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
- 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

# Expectations

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Page 38

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.



## Page 40

Page 40

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## 5. Your Job As A Cadet/Student

Page 41

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

To better serve our employees, 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 800-793-5784; or via email at: [civmar@sealiftcommand.com](mailto: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.

### **PASSPORT AND VISA IDENTIFICATION**

The cadet is required to have a valid, current U.S. Passport (Blue Cover) as a condition of employment with MSC. It is the cadet's responsibility to maintain its currency at all times. To obtain or renew a passport, visit a U.S. Post Office or download an application at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). A \$110.00 fee applies and two passport-size photographs are required. The cadet's school can assist in processing passports and Visas for their students. Delays in route may be based on the cadet's presentation of the necessary Passport and Visa. Cadets may be issued a Common Access Card dependent upon the needs of the ship to which they are assigned.

If the Passport, MMC or Government Issued ID Card is lost, the cadet will report the loss immediately to their shipboard supervisor and to the MSC Cadet Shipping Program Coordinator. They will submit written statements to the MSC Personnel Security Division (N23); setting forth circumstances concerning the loss prior to a new card being issued. Loss of these cards

# Your Job As A Cadet/Student

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Page 42

may prevent the cadet from sailing, and if found by unauthorized individuals, allow them to enter restricted areas.

In accordance with the provisions of the Geneva Convention, if the cadet is captured by enemy forces in a combat zone, the cadet may be required to surrender his/her ID cards to their captors.

## UNIFORMS

MSC expects its mariners to be professional in appearance and has established requirements and standards of dress in Civilian Marine Personnel Instruction 594.<sup>16</sup> While uniform needs can vary according to geographical operating area, standard issue cadet uniforms typically meet MSC Officer uniform and work clothes requirements. Uniforms are expected to be clean and in good repair at all times. If time permits, it is recommended that cadets correspond with their school's Program Coordinator before reporting, to confirm any special uniform requirements. Note: Flame retardant and synthetic fabrics in engineering spaces tend to fuse or melt at elevated temperatures and are not recommended for shipboard wear.

Footwear that is sturdy, and in equally good repair, is required.<sup>17</sup> Standard requirements for footwear includes steel toes and shanks for maximum foot protection and durability according to ANSI standard Z41-1991<sup>18</sup>

Consideration should also be made for additional pairs of footwear depending on the length of your assignment. It's not easy at times to replace a worn out boot on deployment.

## LIBERTY ATTIRE

Liberty attire is equally important. Cadets are representatives of MSC, their Academy, and the United States while ashore. While not "on the job" while ashore, cadets nonetheless remain in a training status and are still subject to close scrutiny by the ship and command. Cadets should expect more constraints on liberty hours, alcohol use, permitted liberty locations, etc.,

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<sup>16</sup> CMPI594 - Uniforms and Standards of Dress

<sup>17</sup> ANSI Z41-1991, "American National Standard for Personnel Protection - Protective Footwear"

<sup>18</sup> U.S. Department of Labor. OSHA regulations, 29 CFR 1910.136-Occupational Foot Protection



than the permanent CIVMAR crew members, as well as lower tolerance for misbehavior on liberty. Liberty clothing will vary according to climate and custom, but should always be clean and in good repair. Cadets going on liberty in foreign ports shall follow common sense and force protection guidance for not wearing liberty clothing that would cause them to stand out, to be potentially offensive to local cultures, or to present themselves as a potential lucrative target for criminal or intelligence persons.

## WORK SCHEDULE

Specific assignments on board will be given by the shipboard supervisor. Due to the possibility of schedule changes, MSC must reserve the right to reschedule work assignments. Every effort will be made, however, to readily accommodate each assignment. Schedules will be full time, based on 40 hours per week, during the assigned availability, and cadets are not authorized overtime work and pay. Typically, a cadet can expect to be assigned to a watch section, day work, or some combination of both. Specific daily hours worked or to complete sea projects will be set at the discretion of their MSC supervisor.

## TRAVEL<sup>19</sup>

According to the Joint Travel Regulations (JTR), MSC will fund travel cost 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 Freehold, New Jersey, 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.

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<sup>19</sup> See instructions on the Travel Claim process in Appendix - A9

All travel orders are requested and approved by your Marine Placement Specialist (MPS). The Travel Order Writer Branch (N842) is responsible for preparing orders and making all transportation arrangements. Rental cars are

# Your Job As A Cadet/Student

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Page 44

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 800-793-5784. 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 contract hotel reservations can be made by contacting the CSC by phone 757-443-1833 or email [MSC\\_CIVMAR\\_HOTEL@NAVY.MIL](mailto:MSC_CIVMAR_HOTEL@NAVY.MIL), Monday through Friday (excluding federal holidays). San Diego, CA contract hotel reservations can be made by contacting the CSC by phone 619-524-9928 or email [MSC\\_CIVMAR\\_HOTEL@NAVY.MIL](mailto:MSC_CIVMAR_HOTEL@NAVY.MIL), Monday through Friday (excluding federal holidays). Must sign Roster Daily. Freehold, NJ contract hotel reservations can be made via phone 732-938-4979x302 or email [ANNA.PACINDA.CTR@NAVY.MIL](mailto:ANNA.PACINDA.CTR@NAVY.MIL), Monday through Friday (excluding federal holidays).

## REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL (CTFT)<sup>20</sup>

**\* REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL**

FOR OFFICIAL USE ONLY - PRENCE/ADVISIVE

1. NAME (Last, First MI)		11. DUTY NUMBER		14. DATE SUBMITTED	
2. TYPE (LOCATION/SHIP OR LOCATION)		12. WORKING SCHEDULE		15. WORKING SCHEDULE	
3. PURPOSE OF TRIP		13. TRAVEL ORDER NUMBER (Block 22)		16. EXPLANATION/TRANSPORTATION	
4. WHERE TRAVEL ORDERS ISSUED? YES _____ (complete block 24.) NO _____ (complete block 24.)		17. COMPENSATORY TIME		18. COMPENSATORY TIME	
5. TRAVEL DATE & TIME		19. ACTUAL TRAVEL TIME		20. DUTY HOURS	
21. Activity & Location		22. Actual Travel Time		23. Duty Hours	
24. Departure Point Date & Time		25. Arrival Date & Time		26. Non-duty Hours	
27. Local Date & Time		28. Activity & Location		29. Non-duty Hours	
30. Depart		31. Arrive		32. Non-duty Hours	
33. Depart		34. Arrive		35. Non-duty Hours	
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57. Depart		58. Arrive		59. Non-duty Hours	
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273. Depart		274. Arrive		275. Non-duty Hours	
276. Depart		277. Arrive		278. Non-duty Hours	
279. Depart		280. Arrive		281. Non-duty Hours	
282. Depart		283. Arrive		284. Non-duty Hours	
285. Depart		286. Arrive		287. Non-duty Hours	
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## Your Job As A Cadet/Student

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

Instructions

Block

1. Full Name

2. Duty Station

3. Duty Station Number

4. Date Submitted

5. TDY Location

6. Purpose of Trip

7. Work Schedule

8. Where Travel Orders Issued?

9a. Travel Order Number

9b. Explain Transportation

9c. Itinerary

9d. Local Date and Time

9e. Local Date and Time

9f. Activity & Location

10a. Actual Travel Time

10b. Duty Hours

10c. Non-Duty Hours

10d. Non-creditable Time

11. Comments and Clarifications

12. CHMARR's Signature

13. Approving Official's Name and Title

13a. Approving Official's Signature & Date

CHMARR's DOD ID Number. (Leave blank if unknown)

Current Date

Where sent 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?

CHMARR's work schedule, e.g. 0800 to 1630, including 30 min for lunch

Where Travel Orders issued for the trip in question, Y/N? 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., "took contract bus from Norfolk to Fleethead"

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

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

List the activity and its location, e.g. L2005 21023X, 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 hours that were non-duty hours

Time that is not creditable toward CTF:

a) Time spent at temporary duty station;

b) "Unusual" or extended waiting time between actual periods of travel when a CHMARR 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 CHMARR'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 CTF

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2

## 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 that you get a travel advance for 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

# Your Job As A Cadet/Student

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Page 48

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, August 2006, 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 (N822), 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 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 than 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

# Your Job As A Cadet/Student

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Page 50

**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).

# Your Job As A Cadet/Student

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Page 52

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 ships 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 rental auto 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.

# Your Job As A Cadet/Student

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Page 54

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@NAVY.MIL](mailto:MSC_TRAVEL@NAVY.MIL)

Or fax your claim to: 757-443-2164.

Always keep a copy of your travel claim voucher until it has been liquidated, in the event there are questions.

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PD1501BAND (DO NOT USE OTHER TYPEWRITER) If more space is needed, continue on reverse.	
1. DATE OF TRAVEL		2. NAME OF TRAVELER (Last, First, Middle Initial)	
3. GRADE OR POSITION		4. UNIT	
5. LAST NAME, FIRST NAME, MIDDLE INITIAL		6. LAST NAME, FIRST NAME, MIDDLE INITIAL	
7. SN, PCSU OR HOME ADDRESS		8. SN, PCSU OR HOME ADDRESS	
9. DATE OF TRAVEL (Month/Day/Year)		10. DATE OF TRAVEL (Month/Day/Year)	
11. COPY (FROM LINE 2) OF TRAVEL ORDER		12. COPY (FROM LINE 2) OF TRAVEL ORDER	
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## **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 - <http://www.defensetravel.dod.mil/site/rental.cfm>
- Rental Car Agreement - <https://www.defensetravel.dod.mil/Rental/>

## **WELCOME ABOARD**

Upon arrival, the cadet will climb the accommodation ladder (gangway) and report to the Gangway watch. The Watchstander will notify the department head or chief mate of the cadet's arrival and provide an escort to their room to stow possessions. Report to the purser or master to receive the bunk card that identifies the cadet's position title and billet number. The cadet's billet

# Your Job As A Cadet/Student

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Page 58

number identifies your fire, lifeboat or life raft number and Damage Control stations. The cadet may be required to work immediately upon arrival. If not, the cadet must learn their ship, emergency stations and emergency exit routes. Become familiar with the ship IMMEDIATELY!

MSC meets International Safety Management requirements through the Safety Management System (SMS). SMS procedures are used to guide daily ship operations, as well as actions/responses to abnormal and emergency conditions. Cadets, as a member of the ship's crew, should become familiar early in their assignment with the SMS system. Cadets first exposure to SMS should happen immediately (within 72 hours) after reporting aboard through the mandatory SMS briefing conducted by the Master or designated person. Cadets are responsible for understanding and complying with all items on the briefing checklist, so should ask appropriate questions to ensure full comprehension.

## **SAILING DAY**

Sailing day refers to the ship's departure and the amount of notice the cadet will have regarding the departure time. This is especially important information for all cadets to be aware of while away from the ship. If the cadet arrives in port for a stay of 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 the following situations apply:

1. If before midnight, sailing time will be posted eight hours prior to scheduled sailing.
2. 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.
3. 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.



4. When the ship is scheduled to sail on a weekend between 1700 Friday and 0800 Monday, the sailing time will be posted no later than 1700 on Friday,
5. In the event Friday is a holiday, sailing time will be posted prior to the holiday.
6. If Monday is a holiday, the following Tuesday will be substituted in lieu of Monday.
7. Whenever the ship's departure time is changed, the new time of departure will be immediately posted.

## **LIBERTY CALL**

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. Liberty is the time that the cadet spends away from the ship after normal working hours. Liberty policy for cadets will be in accordance with the liberty policy set by the Navy Fleet Commander for Naval Midshipman. Cadets are representatives of MSC, their Academy, and the United States while ashore. While not "on the job" while ashore, cadets nonetheless remain in a training status and are still subject to close scrutiny by the ship and command. Cadets should expect more constraints on liberty hours, alcohol use, permitted liberty locations, etc., than the permanent CIVMAR crew members, as well as lower tolerance for misbehavior on liberty.

Normally, liberty expires one hour prior to sailing time. Therefore, plan accordingly. Cadets should refer to the ship's Master on what documentation should be carried ashore.

Should the cadet miss the ship's sailing, which is grounds for separation from MSC service, the cadet 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.

# **Your Job As A Cadet/Student**

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Page 60

## **WELFARE AND RECREATION PROGRAM**

While underway, through special services, books, movies, games, models, fishing gear and tackle and exercise equipment are made available to all crewmembers for welfare and recreation. Please remember that these items are available for use by all CIVMARs, so it is important to keep them in good condition.

## **PERFORMANCE**

Performance appraisal forms are issued by the school and must be submitted to the cadet's shipboard supervisor for rating upon completion of work assignments. Criteria for appraisal, rating scale, etc., will be dictated with the form and by the work assignment. If a cadet fails to perform successfully, or is deemed by the ship's master a hindrance or risk to completion of the ship's operations or mission, the cadet shipping coordinator will immediately notify the Maritime Academy Afloat Training Representative. Action may be taken at MSC's discretion to terminate the work assignment, request counseling of the student, repatriation, or advise of any other action deemed appropriate to rectify the matter. All cadets will be held to the same work rules that apply to MSC CIVMARs (i.e., safety regulations, zero tolerance for drugs, compliance with EEO policy directives, etc.). Every reasonable effort will be made to ensure the cadet's success and provide opportunity to improve performance.

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## Page 62

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## 6. Cadet Medical Requirements

Page 63

All cadets must be medically screened for clearance to sail with MSC. This screening is based on the cadet's medical records, and tailored to evaluate the cadet's overall health compared to general standards for sea service with consideration for the work to be performed. The following medical restrictions will apply to cadet work activities onboard MSC ships:

### Medical Assumptions:

1. No work requiring use of respirators unless medically cleared, fit tested, and trained per NAVOSH requirements.
2. No operation of cranes or forklifts, unless medically cleared specifically for operation of this equipment.
3. No explosives handling.
4. Cadets who take prescription medication need to ensure they have enough for the entire tour.
5. It is recommended that cadets who wear prescription eye-wear take at least 2 pairs in case one breaks or gets lost.
6. Cadets will be issued appropriate hearing protection if working in noise hazard environments.
7. Cadet will provide MSC Medical Department with any additional medical information; reports or physician's signatures necessary to obtain a medical clearance. All information, and certain required testing, must be provided at the cadet's personal expense.

### MEDICAL SCREENING DOCUMENTATION

Cadets must submit the following medical documents for review by the MSC medical representatives in accordance with the MSC Medical Manual COMSCINST6000.1 and established medical guidelines for cadets shipping with MSC. All information must be provided at the cadet's expense, and will

# Cadet Medical Requirements

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Page 64

be held in the strictest confidence to ensure privacy. Note that examination reports must be dated within 12 months of examination. The medical history questionnaire must be dated from the latest physical examination report to the date of application and signed by a physician.

1. Physical Examinations:

- a. Complete Physical Examination: USCG (CG-719K) or DD Form 2808 with DD Form 2807-1
- b. Tuberculin Skin Test

2. Immunizations:

- a. Show proof of current immunizations and vaccinations for:
  - i. MMR
  - ii. Polio (completion of basic series)
  - iii. Tetanus
  - iv. Varicella (or proof of immunity)
  - v. Hepatitis A
  - vi. Typhoid (only if deploying overseas)
  - vii. Yellow Fever (only if deploying overseas)
  - viii. Influenza (seasonal)
  - ix. Smallpox (Yellow Fever must be given 30 days prior to shot) (if shipping to an area of requirement)
  - x. Other shots and tests (if shipping to an area of requirement)
- b. Present International Certificates of Vaccination (PHS-731), the 2-page SF-600 overprint form, "Initial Smallpox Vaccine Immunization Note", and/or other immunization records.

## DISEASE RISK AWARENESS

Overseas travel will expose the cadet to a variety of people and environments, which may increase the risk for a communicable disease. Many different diseases can be acquired from people, insects or animals, as well as from contaminated food and water. Diseases that are rare in the United States, such as rabies and polio, are still 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, toothbrushes, etc.; or by devices used in body piercing and tattoos.

The ship's Medical Service Officer (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 an MSO on board 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 healthcare facilities or private sources, as appropriate.

If a cadet gets sick or injured on the job, the cadet will immediately inform their department head, before the start of the cadet's shift if possible. The department head will advise the cadet of the forms to submit, complete a Department of Labor Form CA-1, if applicable, approve any use of

# Cadet Medical Requirements

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Page 66

emergency leave, and revise the work schedule in order to redistribute the workload in absence of the cadet.

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



## Cadet Medical Requirements: Notes

Page 67

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## Page 68

Page 68

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# 7. Holidays, Pay & Leave

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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 ten legal public holidays for cadets are:

- New Years Day (January 1st)
- Martin Luther King's Birthday (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- 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

Cadets will be paid by MSC in accordance with 46 CFR 310.60, Executive Order 13249, Pay Policies and Schedules of Seagoing Wages for Cadets. Subsistence and quarters will be provided by the vessel to which the student is assigned. MSC may elect, at its discretion, to pay for subsistence and quarters if the vessel to which the student is assigned cannot provide the same.

# Holidays, Pay & Leave

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Page 70

## LEAVE

Cadets do not accrue leave, nor do they have a leave balance. If emergency leave is granted, it should be remembered that under most circumstances MSC would pay the return transportation costs to their school or home of record. In addition, this will typically mark the end of the cadet's sea year with MSC due to the complexity of scheduling and the ship's operational commitments.

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## Page 72

Page 72

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# **POLICIES**

# Policies Directory

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Page 74

P1.	Equal Employment Opportunity & Diversity . . . . .	75
P2.	Anti-Harassment . . . . .	78
P3.	Anti-Discrimination & Retaliation . . . . .	80
P4.	Reasonable Accommodation . . . . .	83
P5.	Sexual Assault Prevention & Response . . . . .	88
P6.	Physical Requirements . . . . .	90
P7.	Safety Policy . . . . .	92
P8.	Drug Testing . . . . .	93
P9.	Interpersonal Relationships . . . . .	99
P10.	Ethics Policy . . . . .	101
P11.	Work Schedule . . . . .	103
P12.	Compensatory Time off For Travel (CTFT) for CIVMARs. . . . .	105





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

12713  
N00  
18 Oct 16

MEMORANDUM

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY, EQUAL OPPORTUNITY, AND DIVERSITY

Ref: (a) Executive Order 13672  
(b) SECNAVINST 5354.2  
(c) SECNAVINST 12250.6A  
(d) SECNAVINST 5350.16A  
(e) DON Discrimination Complaints Program Management Manual  
(f) OPNAVINST 5354.1F  
(g) COMSCINST 12720.3

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 diverse, high-performing workforce where all individuals are treated with dignity and respect. This commitment must be exemplified through employment policies, practices, and procedures found in references (a) through (g).

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, sexual orientation, gender identity, reprisal, and additional bases of age, disability (physical or mental), and genetic information (GINA) for civilian employees.
- b. Civilian employees and applicants for employment shall not be discriminated against based on prohibited categories and are afforded access to the EEO process in accordance with reference (c). Service members who believe they have been subjected to unlawful discrimination should follow complaint procedures in a timely manner in accordance with references (d) and (f).
- c. Support diversity by inviting new perspectives and diversities of thought to resolve concerns. Embracing individual characteristics and attributes of our employees can only enhance MSC's capabilities and mission readiness.

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 (EOA) or Command Managed Equal Opportunity (CMEO) Manager.

Enclosure (1)

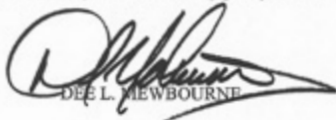
## P1: EEO & Diversity

Page 76

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY, EQUAL OPPORTUNITY, AND DIVERSITY

4. This memorandum shall be widely disseminated and prominently posted on official bulletin boards throughout MSC's workspaces and website <http://www.msc.navy.mil> for viewing.

5. This memorandum supersedes previous EEO, EO and Diversity policy dated 29 October 2015.



DEE L. MEWBOURNE



THE SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

NOV 5 2014

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

In the successful accomplishment of the Department of the Navy's (DON) mission, while meeting the challenges of today's complex, high tech world, our people make the difference. As Secretary of the Navy, I am committed to the principles of equal employment opportunity (EEO) and will continue to ensure that EEO remains an organizational imperative, fully integrated into our strategic mission.

I am holding leaders, managers, and supervisors accountable for keeping our workplace free of discrimination and ensuring that we provide EEO for all in our workforce or those seeking to become members of the workforce. I am also reminding all employees of their rights and responsibilities under the law and how to seek assistance if they believe they have been the subject of employment discrimination.

DON employees are protected by federal laws, Presidential Executive Orders, and laws designed to protect federal employees from discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

DON employees are also protected against retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, such as, whistle blowing or the exercise of any appeal or grievance right provided by law will not be tolerated. Any employee who feels that he or she has been subjected to one of these forms of discrimination or retaliation should contact his or her Command's EEO Office, Human Resources Office, or Office of Counsel as appropriate.

Our commitment to EEO requires more than mere compliance and tolerance. We must continue to meet not only the letter of the law, but also its spirit. I ask each member of our workforce to take responsibility for implementing our EEO policy and cooperating fully in its enforcement. It is incumbent upon every employee to ensure the DON maintains an organizational culture that promotes the full realization of equality of opportunity; one that truly reflects the DON Core Values: Honor, Courage, and Commitment.

I appreciate your continued dedication to fulfilling the DON's mission and thank you for your service to the Nation.

A handwritten signature in black ink, appearing to read "Ray Mabus".

Ray Mabus

## P2: Anti-Harassment

Page 78



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

12713  
N00  
18 Oct 16

### MEMORANDUM

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

Ref: (a) 10 U.S.C.  
(b) SECNAVINST 5300.26D  
(c) SECNAVINST 5350.16A  
(d) 29 CFR

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 is unwelcome verbal or physical conduct that denigrates or shows hostility to an individual because of his or her sex, race, color, religion, national origin, sexual orientation, gender identity, age, disability (physical or mental), genetic information (GINA), or because of reprisal for engaging in an EEO protected activity. The unwelcome conduct may include, but is not limited to, derogatory statements, slurs, name-calling, ridicule or mockery, as well as offensive jokes, posters, drawings, emails, faxes, and text messages.

3. Per reference (a), sexual harassment may also constitute a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a 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 environment.

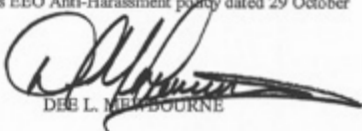
4. Employees who are witness to or are subjected to, harassment (sexual or non-sexual) should make it clear to the harasser, whenever possible, that such behavior is unwelcome and needs to stop. Incidents of alleged harassment should be reported promptly to the appropriate supervisory chain of command.

Enclosure (3)

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

An employee subjected to harassment may contact an EEO counselor at (757) 341-3310 within 45 calendar days of the occurrence. See reference (d).

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 in accordance with reference (a).
6. This memorandum is effective immediately and shall be widely disseminated and prominently posted for viewing on the MSC website <http://www.msc.navy.mil> and on official bulletin boards throughout the workplace.
7. This memorandum supersedes previous EEO Anti-Harassment policy dated 29 October 2015.



DEE L. MELBOURNE

Enclosure (3)

# P3: Anti-Discrimination & Retaliation

Page 80

## 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 & Retaliation

Page 81

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

## P3: Anti-Discrimination & Retaliation

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Page 82

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

Page 83



DEPARTMENT OF THE NAVY  
MILITARY SEALIFT COMMAND  
471 EAST C STREET  
NORFOLK, VA 23511-3419

12713  
N00  
18 Oct 16

### MEMORANDUM

Subj: COMMANDER'S POLICY ON REASONABLE ACCOMMODATION

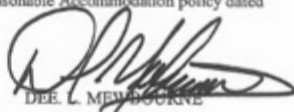
- Ref:
- (a) The Rehabilitation Act of 1973, as amended
  - (b) The Americans with Disabilities Act (ADA) of 1990, as Amended
  - (c) The Code of Federal Regulations Section 1614.203
  - (d) 29 Code of Federal Regulations Part 1630
  - (e) EEOC Management Directive 715 (MD-715)
  - (f) Department of the Navy Civilian Human Resources Manual (DON CHRM) Subchapter 1606
  - (g) Department of Navy Guide for Processing Reasonable Accommodation Requests
  - (h) Office of EEO and Diversity Management, Guidance Advice Memorandum #86 Reassignment as a Reasonable Accommodation, 12 APR 2011
  - (i) COMSCINST 12720.4, 11 FEB 2009

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 in accordance with references (a) through (e). Consistent with these requirements, all supervisors and managers 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 in accordance with references (f) through (i).

2. Reference (i) 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 policy, contact the MSC EEO Disability Program Manager at (757) 341-3310.

3. This memorandum is effective immediately and shall be widely disseminated and prominently posted for viewing on the MSC website <http://www.msc.navy.mil> and on official bulletin boards throughout the workplace.

4. This memorandum supersedes previous Reasonable Accommodation policy dated 29 October 2015.

  
DEE L. MEWBOURNE

Enclosure (4)

## P4: Requests for Reasonable Accommodation

Page 84

### 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 sent by 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 \$500) or affecting the terms or working conditions of employment, to the servicing agency attorney (N001) 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.

## P4: Requests for Reasonable Accommodation

Page 85

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

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

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

### A. Time Limits

a. The supervisor, DPM and EA 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 supportive 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 15 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.

### C. Medical Information

a. When the disability and/or need for accommodation is not obvious, the employee or applicant seeking accommodation may be asked to provide appropriate medical information related to the condition, 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: Requests for Reasonable Accommodation

Page 86

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

E. 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. 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 SA Board may determine if a reasonable accommodation will be provided and elect to approve the request for reasonable accommodation.

5. Reassignment. Requiring 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, as if the only effective accommodation would cause undue hardship. If reassignment is being considered, the SA Board and supervisor must consult with the servicing the EEO Office/Director of Civilian Personnel Program (DPP) 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 EEO must be considered, not just the budget or resources of an individual segment, sub component, or EEO.

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

c. Denial's 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. Denial's 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 internal dispute resolution process.

## P4: Requests for Reasonable Accommodation

Page 87

vi. If a reasonable accommodation cannot be provided immediately, the BA 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 (XEO) office and provide a copy of the report to MSC XEO. Information reports will approval or denial status. MSC XEO will include information obtained in the Command's Federal Agency Annual XEO 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

Page 88



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

1752  
N00  
18 Oct 16

### MEMORANDUM

Subj: COMMANDER'S POLICY ON SEXUAL ASSAULT

Ref: (a) SECNAVINST 1752.4B  
(b) OPNAVINST 1752.1C  
(c) OPNAVINST F3100.6J CH-2  
(d) SECNAVINST 1730.9  
(e) COMSCINST 1752.1

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 reference (a) through (e).

2. Sexual assault 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: Unrestricted Reporting or Restricted Reporting. With the Unrestricted Reporting option, anyone may report a sexual assault to the Sexual Assault Regional Coordinator (SARC), Sexual Assault Prevention Response Victim Advocate (SAPR VA), healthcare personnel, or to command authorities; an official investigation will take place. Restricted Reporting is available only for military personnel; personnel using this reporting option can only report to the SARC, SAPR VA, or healthcare personnel; an official investigation will not take place. 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.

Enclosure (2)

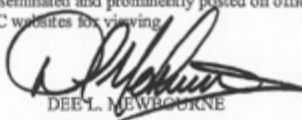
## P5: Sexual Assault Prevention & Response

Page 89

Subj: COMMANDER'S POLICY ON SEXUAL ASSAULT

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 shall be widely disseminated and prominently posted on official bulletin boards throughout the workplace and MSC websites for viewing.



DEE L. NEWBOURN

Enclosure (2)

## P6: Physical Requirements

Page 90



DEPARTMENT OF THE NAVY  
MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20368-5540

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.



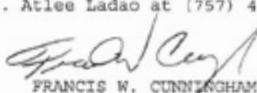
Subj: PHYSICAL REQUIREMENTS FOR MSC PERSONNEL IN CONNECTION  
WITH USE OF FALL PROTECTION ARREST SYSTEM (FPAS) SAFETY  
EQUIPMENT

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

Page 92



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

12713  
N00  
18 Oct 16

### MEMORANDUM

Subj: COMMANDER'S POLICY ON SAFETY

Ref: (a) SECNAVINST 5100.10K  
(b) OPNAVINST 5100.23G CH-1  
(c) OPNAVINST 5100.19E  
(d) COMUSFLTFORCOMINST 5100.7A  
(e) OPNAVINST 1500.75C

1. Military Sealift Command (MSC) has a vital interest in providing all personnel with a safe and healthful place of employment and to conduct business and training in the safest possible manner. The safety and welfare of all personnel is our utmost priority and shall be achieved in accordance with references (a) through (e). We all must strive to prevent injuries, illnesses, and incidents. Safety and welfare are an integral part of our organization which cannot be separated from other business functions and must be shared equally by all employees within our domain.

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. This principle is applied by identifying potential hazards, assessing the risks associated with those hazards, and controlling risks to acceptable levels, consistent with the training or activity being performed. Reducing risk protects individual members in reducing fatalities, injuries and disease, loss of property, and ultimately promotes training readiness.

3. 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 training evolution and activity. Each member of MSC has a personal responsibility for effectively managing risks associated with their own activities, both on and off duty, and to safeguard themselves, their families and fellow shipmates from harm. These responsibilities cannot be delegated and must not be compromised.

4. I expect every member of MSC to make operational and non-operational/off-duty risk management a daily reality.

  
BILL NEWHOUSE

Enclosure (6)



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1600 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1600

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).

## P8: New Employee Drug Testing

Page 94

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

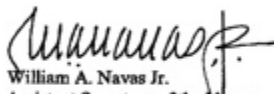
## P8: New Employee Drug Testing

Page 95

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

# P8: Random Drug Testing

Page 96



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

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.

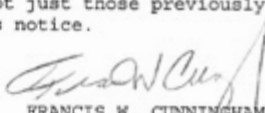
## P8: Random Drug Testing

Page 98

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





**DEPARTMENT OF THE NAVY**  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
1283 TOW WAY DRIVE  
NORFOLK, VA 23511-2419

MSFSCINST 12710.1

N1  
JUN 8 2007

MSFSC INSTRUCTION 12710.1

From: Director, Military Sealift Fleet Support Command

Subj: MILITARY SEALIFT FLEET SUPPORT COMMAND INTERPERSONAL  
RELATIONSHIP POLICY FOR CIVILIAN MARINERS

Ref: (a) SECNAVINST 5300.26D, Sexual Harassment  
(b) DOD 5500.7-R, Chapter 2 Standards of Conduct  
(c) Ship's Orders/CMPI 750  
(d) Commander's Policy on Personal Professionalism  
of September 18, 2001

1. Purpose. To provide a comprehensive Military Sealift Fleet Support Command (MSFSC) policy for Civilian Mariners (CIVMARs) regarding personal professionalism and interpersonal relationships.

2. Background. Unprofessional interpersonal relationships and the potential erosion of respect for authority, can have an enormously negative impact on good order and discipline and can seriously undermine the mission of MSFSC. Therefore, following the guidelines set forth in this instruction are mission essential.

3. Policy. References (a) through (d) provide specific guidance on acceptable conduct and interpersonal interaction. MSFSC and Navy policy is that the relationships involving shipboard personnel must not interfere with or undermine good order and discipline and proper authority aboard ship. In addition, relationships which result in or give the appearance of favoritism, preferential treatment, or personal gain are to be avoided. Relationships, between a supervisor and subordinate, in the same chain of command violate both of these precepts and are prohibited. Sexual harassment, sexual assault, and abusive, insulting, or obscene language directed to or about other personnel are unacceptable and will not be tolerated. Failure to comply with any of these rules is cause for disciplinary action.

## P9: Interpersonal Relationships

Page 100

MSFSCINST 12710.1

4. Action. 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. MSFSC will promptly investigate all allegations of wrongdoing, and to the extent the allegations have merit, take appropriate action including transfer of individual concerned and disciplinary action up to and including removal if warranted.



J. R. TAYLOR

Distribution: (MSFSCINST 5216.1A)  
List I and II



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

12713  
N00  
18 Oct 16

## MEMORANDUM

Subj: COMMANDER'S POLICY ON ETHICS

Ref: (a) 5 C.F.R 2635 Standards of Conduct for Employees for the Executive branch  
(b) DoD 5500.07-R The Joint Ethics Regulation (JER)  
(c) Secretary of the Navy Statement of Ethics

1. All personnel have a responsibility 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. Per references (a) through (c), the following general principles apply to all hands:

- 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 shall not use it for other than authorized activities.
- i. Not engage in outside employment or activities, including seeking or negotiation for employment, that conflict with official government duties and responsibilities.

Enclosure (5)

## P10: Ethics Policy

Page 102

Subj: COMMANDER'S POLICY ON ETHICS

- j. Disclose waste, fraud, abuse, and corruption to appropriate authorities.
  - 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, gender, national origin, age, or handicap.
  - 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 shall 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.



LEE L. NEWBERRY

Enclosure (5)



DEPARTMENT OF THE NAVY  
DIRECTOR  
MILITARY SEALIFT FLEET SUPPORT COMMAND  
SPM4 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

Page 104

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,

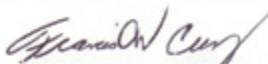
e. Repeated instances of reporting to a ship with less than a six month supply of medication,

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](mailto: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

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List I and II

# P12: Compensatory Time Off for Travel (CTFT) for CIVMARs

Page 105



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  
4 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 that 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 addressed 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.

## P12: Compensatory Time Off for Travel (CTFT) for CIVMARs

Page 106

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



## P12: Compensatory Time Off for Travel (CTFT) for CIVMARs

Page 107

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

## P12: Compensatory Time Off for Travel (CTFT) for CIVMARs

Page 108

Subj: COMPENSATORY TIME OFF FOR TRAVEL FOR CIVMARs

(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;

## P12: Compensatory Time Off for Travel (CTFT) for CIVMARs

Page 109

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 26<sup>th</sup> 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.

## P12: Compensatory Time Off for Travel (CTFT) for CIVMARS

Page 110

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:

<http://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](http://comptroller.defense.gov/fmr/current/09/Volume%2009.pdf)

  
FRANCIS W. CUNNINGHAM

# APPENDIX

# Appendix Directory

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Page 112

A1.	Acronyms . . . . .	113
A2.	MSC Organization . . . . .	117
A3.	Ship Addresses. . . . .	119
A4.	Rank & Departmental Insignias . . . . .	121

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
DoD	Department of Defense
DoL	Department of Labor

# A1: Acronyms

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Page 114

DoN	Department of Navy
DPM	Disability Program Manager
ETAP	Electronic Technician Advancement Program
EBIS	Employee Benefits Information System
ECAB	Employee Compensation Appeal Board
EEO	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 and 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
SSA	Social Security Administration
SSN	Social Security Number
STCW	Standards of Training Certification & Watchkeeping

# A1: Acronyms

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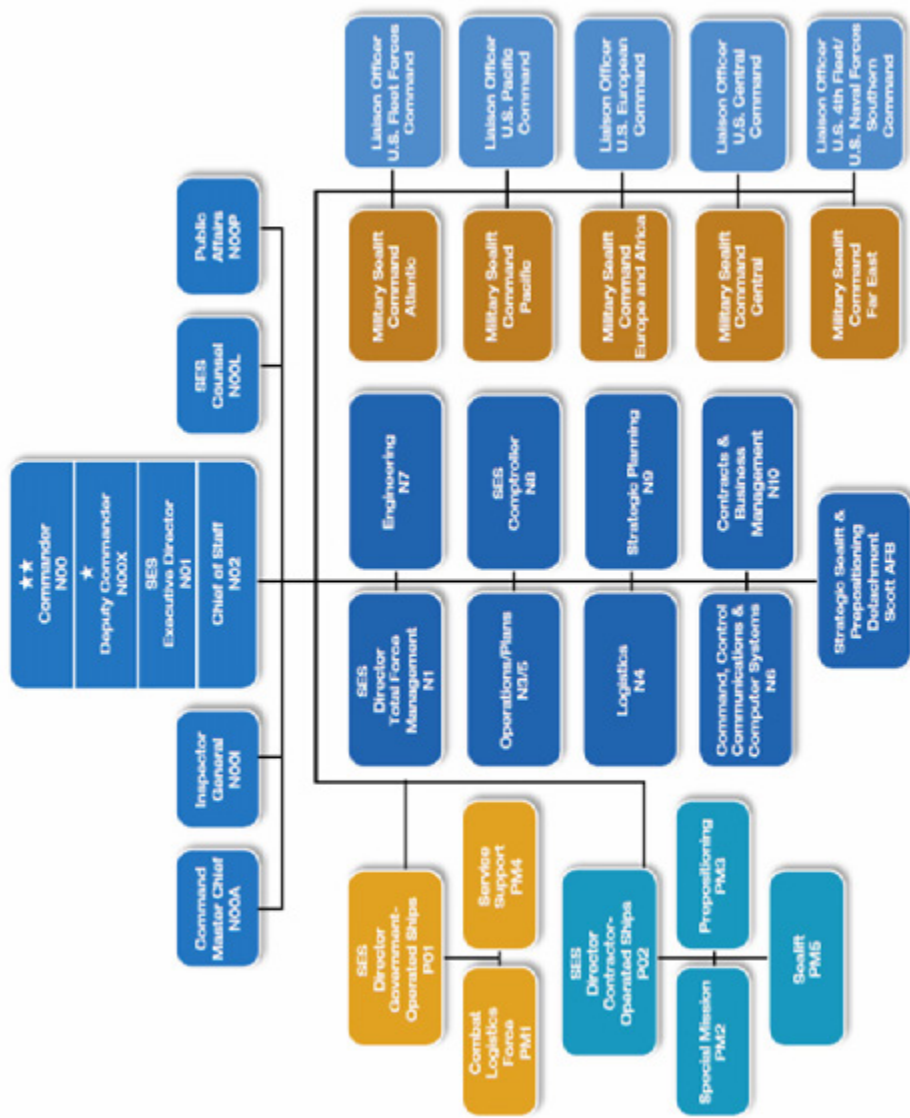
Page 116

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

Page 117

### MILITARY SEALIFT COMMAND



## A2: Shipboard Organization

Page 118

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

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

## A3: Ship Addresses

Page 119

### 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














Page 120

### 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 & Departmental Insignias

Page 121














DECK	Master	First Officer	Second Officer	Third Officer
				
				
				
				

LOGISTICS	Supply Officer	Junior Supply Officer
		
		
		

PURSER	Purser
	
	
	

# A4: Rank & Departmental Insignias

Page 122

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

MEDICAL	Medical Services Officer
	
	
COMMUNICATIONS	Ships Communication Officer
	
	
CULINARY	Chief Steward
	
	





## Notes

Page 124

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## Notes

Page 126

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# Index

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Page 127

Americans with Disabilities Act (ADA) .....	9, 85-86
Annual Leave .....	113
Assignment .....	43, 48
Attire .....	42
Civilian Employee Assistance Program (CEAP) .....	24, 94, 113
Civilian Marine Personnel Instruction (CMPI) .....	113
CIVMAR Support Center (CSC) .....	41, 44, 113
Common Access Card (CAC) .....	113
Communications .....	13, 118
Conduct .....	8, 11, 23-24, 28-29, 44, 99-100
Department of the Navy (DoN) .....	19, 23-24, 114
Discipline .....	8, 12, 27, 35
Discrimination .....	7-9, 13, 16, 75, 77, 80-82
Disease .....	34, 65
Drug-Free Workplace Program (DFWP) .....	23, 93, 97-98, 113
Drug Testing .....	23, 93-98
Emergency Duties .....	23, 36
Equal Employment Opportunity (EEO) .....	7-8, 11, 13-16, 35, 60, 75-82, 114
Ethics .....	23-24, 26, 28-29, 101-102
Freedom of Information Act (FOIA) .....	11-12, 114
Government Owned Vehicle (GOV) .....	26, 114
Grievance .....	98

# Index

Page 128

Harassment / Sexual Harassment ...	8-11, 13, 19-20, 35, 78-79, 88-89, 99-100, 115
Holiday .....	69-70
Immunizations .....	64
International Safety Management (ISM) .....	31, 114
Interpersonal Relationship .....	99-100
Leave .....	59
Leave and Earnings Statement (LES) .....	114
Liberty Call .....	59
Medical .....	63-66, 94-95, 114, 118
Medical Services Officer (MSO) .....	114, 118
Navy .....	1-2, 14-15, 19, 24, 28-29, 114-116
Navy Knowledge Online (NKO) .....	115
Office of Counsel .....	12, 28
Passport .....	41
Pay .....	69-70, 113-114
Performance .....	60
Physical Examination .....	64
Privacy Act .....	11-12
Promotion .....	115
Quarters .....	115, 118
Reasonable Accommodation .....	83-87
Recreation .....	60
Reduction in Force (RIF) .....	115
Rental Car .....	43, 47, 49-52, 56-57
Safety/Safety Management System (SMS) .....	29-32, 92, 114-115
Sailing day .....	58
Security .....	2, 41
Shipping Program .....	41
Ship's Orders .....	23, 32

---

Shore Leave .....	115
Social Security Number .....	11, 115
Subsistence .....	115
Surface Rescue Swimming .....	115
Temporary Duty Assignment (TDY) .....	27, 48, 51, 56, 116
Training .....	43, 115-116
Travel Order / Travel Claim / Voucher / Travel Voucher .....	43-44, 47-50, 53-54
Uniforms .....	42
Union .....	105-110
Vaccination .....	64
Visa .....	41
Welfare and Recreation Program .....	60
Workplace Violence .....	12-13
Work Schedule .....	43, 103, 104

