

*R.A.P.*

**CIVILIAN MARINE PERSONNEL INSTRUCTIONS**

CMPI 4650 - COVER SHEET *49-163*

TRAVEL

NAVEXOS P-833-4650-*49-163*

Stock No. -- 0511-LP-293-*0049-0163*

1 September 1980

Attached is a complete revision of CMPI 4650, TRAVEL, which replaces the current instruction in its entirety. "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

**REASONS FOR REVISION**

CMPI 4650 has been revised in its entirety to improve the organization of material, delete obsolete or redundant sections, and generally update the information. Significant changes include:

- a. Definition of dependents expanded;
- b. section on Transportation Requests added;
- c. procedures on determining commuting area revised;
- d. per diem rates revised; and
- e. passport expenses now payable.

**EFFECTIVE DATE**

The above revision is effective on date of receipt.

Authorized for MSC:

*B. Keener, III*

B. KEENER, III.  
Commander  
Military Sealift Command

By direction of the Secretary of the Navy:

Approved: 11 AUG 1980

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**CIVILIAN MARINE PERSONNEL INSTRUCTIONS**

CMPI 4650 - COVER SHEET 242

TRAVEL

NAVSOP-P-833-4650-242

Stock No. -- 0511-LP-293-0242

05 June 1986

Attached are pages 3, 4, 7, 7a, 8, 9, 10, 13, 14, 19, 20, 23, 24, 25, 26, 27, 28  
28a, 29, A-3 and A-4 to CMPI 4650, Travel. The "Record of Cover Sheets Received"  
should be initialed and this cover sheet should be filed.

**REASON FOR REVISION**

To incorporate changes to the Joint Travel Regulations, Volume 2.

**EFFECTIVE DATE**

The above revision is effective on the date of receipt.

Authorized for MSC:



Wallace T. Sansone  
Deputy Commander

Approved:



APR 21 1986

RONALD C. BUROW

Acting Director

Office of Civilian Personnel Management

Distribution:

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**CIVILIAN MARINE PERSONNEL INSTRUCTIONS**

CMPI 4650 - COVER SHEET 257

**TRAVEL**

NAVSO-P-833-4650-257

Stock No. -- 0511LP-293-0257

16 October 1989

Attached are revised pages 1 through 7.02, 9, 10, 19 through 20.01 and 28.01.

**REASON FOR REVISION**

The CMPI has been revised to reformat and make editorial changes to pages 1 - 5 and revise the procedures for computation of per diem when travel is to, from or between locations outside CONUS.

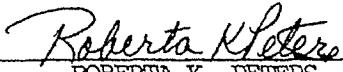
**EFFECTIVE DATE**

The above revision is effective on date of receipt.

Authorized for MSC:

  
WALLACE T. SANSONE  
Vice Commander

By direction of the Secretary of the Navy

13 SEP 1989   
Approved: ROBERTA K. PETERS  
ROBERTA K. PETERS  
Director  
Office of Civilian Personnel Management

Distribution:  
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**CIVILIAN MARINE PERSONNEL INSTRUCTIONS**

CMPI 4650 - COVER SHEET 282

**TRAVEL**

NAVSO-P-833-4650-0282

Stock No. -- 0511-LP-293-0282

31 January 1992

Attached are new pages 14, 15 and 15.01 for CMPI 4650, Travel. The "Record of Cover Sheets Received" should be initialed and this cover sheet be filed.

**REASON FOR REVISION**

CMPI 4650 Section 4-3b has been revised to define what constitutes an emergency for emergency leave purpose. The revision authorizes payment of travel to homeport for CIVMARS who have not completed a six month shipboard tour in cases of bonafide personal or family emergency.

**EFFECTIVE DATE**

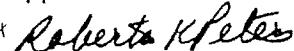
The above revision is effective upon date of receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

Authorized for MSC

  
F. R. DONOVAN  
Vice Admiral, U.S. Navy  
Commander

By direction of the Secretary of the Navy:

Approved:

 JAN - 6 1992

Distribution:

Mailing List #56



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## INSTRUCTION 4650

## TRAVEL

## Section 1. General Provisions

2. Modes of transportation, accommodations, transportation requests, and baggage
3. Travel orders and authorizations
4. Conditions necessitating travel
5. Travel to, from, between overseas commands under Employment Agreements
6. Per diem, pay status and cash settlements
7. Travel claims and advances
8. Travel under conditions of mobilization
9. Passports
10. Miscellaneous
11. Applicable provisions of Volume 2, Joint Travel Regulations
12. Enclosures

## SECTION 1, GENERAL PROVISIONS

Paragraph No.

Purpose and scope.....	1-1
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Policy.....	1-3
Definitions.....	1-4

1-1. PURPOSE AND SCOPE.--This Instruction establishes the policies and procedures governing travel and temporary duty of civilian marine personnel of the Military Sealift Command. It is applicable to all civilian marine employees including those compensated under native wage rates. See 10-5 below for travel of local national employees.

a. Types of travel covered,--The scope of this Instruction includes the following types of travel:

- (1) \*Permanent Change of Station Travel.\*
- (2) Travel required by transfer or deactivation of ships.
- (3) Travel of replacements to meet ships.
- (4) Return to home port for administrative reasons.
- (5) Return to port of hire.
- (6) Emergency leave travel.
- (7) Travel based on termination of assignment after six (6) months at sea.

- (8) Recruit travel.
- (9) Return to home port of employee against whom removal action has been initiated.
- (10) Travel to, from, between overseas commands under Employment Agreements.

b. Situation not covered.

(1) Repatriation travel.--See CMPI 4651, REPATRIATION for guidance in repatriating civilian marine employees who are left in an outport with no advance arrangements for their return. Such cases include the following:

- (a) Employee left ashore due to a change in the ship's schedule.
- (b) Employee put ashore for hospitalization or outpatient treatment.
- (c) Deserter.
- (d) Straggler.
- (e) Employee detained by local police authorities.
- (f) Shipwrecked employee.

1-2. AUTHORITY.--Travel for civilian marine personnel is based on the following authorities:

a. Title 5, U.S.C.--Section 5348 of Title 5, U.S.C. provides that "compensation" for civilian marine employees "...shall be fixed and adjusted from time to time as nearly as is consistent with the public interest in accordance with prevailing rates and practices in the maritime industry." The Comptroller General has held that term "compensation" is not meant to be limited to base pay rates. (30CG158, 30CG356). Accordingly, under the authority of Title 5, U.S.C., this instruction provides certain unique travel benefits for civilian marine personnel which are patterned after the prevailing rates and travel practices of the maritime industry.

b. Various acts of Congress and administrative regulations.--Since civilian marine employees of MSC are employees of the United States Government, authority for this Instruction is also contained in the various acts of Congress, Executive Orders and Office of Management and Budget Circulars governing the travel of civilian employees and the transportation of dependents and household effects. These authorities are listed in Appendix C of Volume 2, Joint Travel Regulations.

1-3. POLICY.--Travel authorized for civilian marine personnel will be for such purposes and by such means as are clearly in the best interests of the Government. Travel costs will be kept to a minimum consistent with operating needs and the standards of transportation and accommodations contained in this Instruction.

## 1-4. DEFINITIONS.

- a. Baggage.--Government and personal property of the traveler necessary for the purpose of the travel being performed. See 2-8.
- b. Cash settlement.--A specified cash payment made to the civilian marine employee at his/her option in lieu of transportation, per diem and travel pay.
- c. Continental United States (CONUS).--The terms "continental United States" and "continental limits of the United States" mean the area of the 48 adjacent states and the District of Columbia.
- d. Home port.--\*The port to which the employee reports for work assignments, training, discipline, and employee services.\*
- e. Dependents.--As used in this Instruction, the term "dependents" includes any of the following named members of the employee's household: (1) spouse, (2) children (including step-children, adopted children, or other dependent children under legal guardianship of the employee) unmarried and under twenty-one years of age, or physically or mentally incapable of supporting themselves regardless of age, and (3) dependent parents of the employee or employee's spouse.
- f. Local national employees.--Foreign nationals paid under a native wage rate and directly employed by MSC. This term does not include seamen employed by a foreign government but assigned to duty with MSC under the provisions of a labor contract. See 10-5.
- g. Mutual consent resignation.--The resignation of a civilian marine employee which has been accepted while the employee is serving on voyage. See CMPI 352.
- h. Overseas.--The term "overseas" as used in this Instruction means an area outside the 48 contiguous states and the District of Columbia. However, with respect to employment of residents of Alaska, Hawaii and the territories and possessions of the United States, the term means an area outside the area of residence.
- i. Per diem.--A cash allowance in lieu of meals, quarters and other incidental expenses furnished a civilian marine employee while away from regular post of duty on official business. The payment of per diem to civilian marine personnel corresponds to allowance for "travel subsistence" made in the maritime industry. See CMPI 593 for cash allowances paid in lieu of subsistence and quarters when employees are assigned to ships' Manning scales.
- j. Temporary duty travel.--Travel of a civilian marine employee while on official business away from his designated post of duty. Temporary duty travel includes such matters as:

- (1) Sending civilian marine employees to join ships away from home port.
- (2) Returning civilian marine employees to home port for administrative reasons.
- (3) Returning civilian marine employees to home port after deactivation of a ship, reassignment of a ship or following service aboard ship for six (6) months or more.
- (4) Travel of civilian marine employees in connection with training activities.

\*k. Permanent Change of Station Travel.--Travel of a civilian marine employee in connection with his/her transfer to different area command. See 4-1.\*

1. Transportation request.--A Government instrument for procuring transportation and related facilities issued upon presentation of competent travel orders.

m. Travel.--The movement of a civilian marine employee from place to place under official travel orders. Travel, as used in this Instruction, includes related benefits such as subsistence, lodging, per diem, and transportation of baggage, all incidental to travel. In addition, when authorized, travel may include the transportation of dependents and household effects.

## SECTION 2, MODES OF TRANSPORTATION, ACCOMMODATIONS, TRANSPORTATION REQUESTS, AND BAGGAGE

### Paragraph No.

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2-1. GENERAL PROVISIONS.--In general, MSC commands and offices will be guided by the provisions of Chapter 2, Volume 2, JTR, in determining mode of transportation. However, as indicated in the paragraph below, the mode of transportation and accommodations authorized for civilian marine personnel differ in some instances from the mode authorized in Chapter 2, Volume 2, JTR. These differences are based on practices of maritime industry. Travel authorizing officials will assure that travel orders issued via message to personnel afloat contain adequate guidance with regard to mode of transportation and accommodations authorized.

a. Applicability to removal action in an outport.--**IMPORTANT:** The provisions of this Section do not apply to travel authorized under paragraph 4-2j. As indicated in 4-2j(2) the marine employee against whom removal action has been initiated, and who has been directed to leave the ship and return to home port, should travel as a workaway aboard an MSC civil service-manned ship, if available, unless circumstances described in paragraph 4-2j(2) make it inadvisable to use this mode of transportation.

b. Use of Government transportation.--Government transportation facilities will be used for travel to and from the continental United States whenever such facilities are available and adequate to meet the needs of the service.

2-2. **SEA TRANSPORTATION.**--The provisions of paragraph C2052 and C2205 of Volume 2, JTR apply to sea transportation authorized for civilian marine personnel except that when traveling via commercial water transportation civilian marine personnel are entitled only to cabin class accommodations rather than to the lowest first-class rate accommodations specified in paragraph C2205 of Volume 2, JTR.

2-3. **AIR TRAVEL.**--Civilian marine personnel will be authorized either Government air transportation or commercial air transportation as provided in Chapter 2, Volume 2, JTR except as indicated in "b" below.

a. Government air.--Transport-type aircraft operated on scheduled or semi-scheduled service with troop seats and safety devices is considered adequate when civilian marine personnel are authorized to travel via Government aircraft.

b. Commercial air.--When travel is performed by commercial air, civilian marine employees will utilize less than first class accommodations. When first class travel is necessary to meet mission requirements, officials authorized to issue transportation requests are responsible for obtaining advance approval in accordance with Volume 2, JTR.

c. Directed travel by air.--Travel may be directed by aircraft without the employee's consent when such mode of travel is necessary because of the exigencies of the mission or when aircraft is the only mode of transportation available. Air travel will not be directed if there is evidence which indicates that this mode of travel will impair the physical or mental health of the employee.

2-4. **LAND TRANSPORTATION.**--The provisions of Chapter 2, Volume 2, JTR apply to land transportation authorized for civilian marine personnel except that civilian marine personnel are entitled to first class rail transportation irrespective of coach accommodations which may be available. When travel by rail includes four or more hours between 2200 and 0600, a lower berth will be provided. Bus transportation may be utilized when rail is not available. Travel by privately-owned vehicle may be authorized in accordance with the mileage rates specified in Part D, Chapter 2, Volume 2, JTR.

2-5. USE OF U.S. CARRIERS.--Aircraft and ships registered under the laws of the United States will be utilized when commercial transportation is authorized unless the nonavailability of such aircraft or ships or the exigencies of the mission require the use of aircraft or ships of foreign registry. Mere inconvenience, reasonable delay or minor economy will not normally justify a preference for foreign flag ships or aircraft over those operated under the U.S. flag.

2-6. SUBSTANDARD ACCOMMODATIONS.--Travel involving less than the minimum standards allowed within this Instruction shall not be directed unless:

a. Employee election.--The employee elects to use substandard accommodations, or

b. Operating needs.--Minimum standards of accommodations cannot be furnished and use of substandard accommodations is absolutely necessary to meet operating needs. Employees have no claim against the Government for the difference in cost between authorized accommodations and substandard accommodations when the latter are used.

2-7. TRANSPORTATION REQUEST.--All passenger transportation services by common carrier for officially authorized travel must be procured through the use of U.S. Government Transportation Request (GTR), except for those instances outlined in Part F, Chapter 2, Volume 2, JTR. In an emergency, when a GTR is not available, the traveler may pay for the transportation and file a claim for reimbursement.

2-8. BAGGAGE ALLOWANCES.--Officials authorized to issue travel orders may also authorize the transportation of Government and personal property (baggage) in excess of the amount carried free by the carrier. Excess baggage will be authorized whenever necessary for the purpose of travel being performed. The travel order issuing official will state the exact amount of excess baggage that should be allowed for transportation at Government expense on the travel orders. (Note: Employees may not be authorized more than 100 pounds excess baggage when traveling via Government aircraft.) If transportation is by commercial carrier, a separate transportation request should be issued to cover any excess baggage that may be authorized in the travel orders. If issuance of a separate transportation request is not feasible, the cost of excess baggage will be paid for by the traveler subject to reimbursement provided transportation of such baggage is authorized in the travel orders. Part G, Chapter 2, Volume 2, JTR identifies normal amounts of baggage transported without charge by the carrier.

### SECTION 3, TRAVEL ORDERS AND AUTHORIZATION

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3-1. AUTHORIZATION OF TRAVEL.--Official travel may be authorized verbally or in writing in advance of the travel. Insofar as feasible, written travel orders will be issued prior to performance of travel. Written orders may consist of either properly completed travel order forms, such as Enclosures 1 and 2, or letter orders containing authority to travel. In addition, a naval message may properly be considered a written travel order. When travel is performed on verbal orders, or on message orders which do not contain all the necessary information, or when travel is performed without prior approval, the traveler's claim must be approved and documented in accordance with Chapter 5, Volume 2, JTR.

3-2. DELEGATIONS OF AUTHORITY.

a. Authorized officials.--The officials of the Military Sealift Command listed below are delegated authority to issue temporary duty, emergency leave, and transfer travel authorizations. Temporary duty and emergency leave orders may be signed by a subordinate official, "by direction", provided authority has been delegated in writing to the subordinate official. Authority to issue transfer travel orders may not be redelegated.

(1) Commander, Deputy Commander and Chief of Staff, Civilian Personnel Officer, Military Sealift Command.

(2) Commanders, Chiefs of Staff or Chief Staff Officers, Civilian Personnel Officers of Military Sealift Command subordinate commands.

(3) Commanding Officers of Military Sealift Command Offices.

b. Additional delegated authority.--The delegation of authority in 3-2a above includes authority to:

(1) Authorize or direct the mode of transportation and accommodations to be used.

(2) Specify the routing of the traveler and endorsements to be secured.

(3) Authorize per diem and baggage allowances as appropriate.

(4) Authorize transportation of dependents and household effects. See 4-1, below.

(5) Extend or modify travel orders. See 3-9, below.

(6) Cancel travel orders.

(7) Approve travel claims, when special approval is required as provided in Chapter 5, Volume 2, JTR.

c. Masters.--Masters of ships are delegated authority to issue emergency leave travel orders to employees who are granted emergency leave on voyage in accordance with CMPI 630. Masters of ships may also be delegated authority to issue travel orders for travel from those overseas outports where an MSC representative is not located.

3-3. TEMPORARY DUTY TRAVEL ORDERS.--Travel authorized and performed under provisions of CMPI 4650 will be considered temporary duty travel. "Temporary Duty Travel Authorization" MSC Form 4650-15 (Enclosure 1) will be used for temporary duty travel.

3-4. PERMANENT CHANGE OF STATION (PCS) TRAVEL ORDERS--Travel at Government expense which is required by a transfer to a different area command is subject to provisions of 4-1 below. "Transfer Travel Authorization" MSC Form 4650-14 (Enclosure 2), will be used to authorize PCS travel. See Section 5 below for travel in connection with employment agreements.

3-5. EMERGENCY LEAVE TRAVEL ORDERS.--Orders authorizing emergency leave travel may be issued under provisions of 4-3 below, and signed by one of the officials designated in 3-2 above. See 4-3b for information to be included in an emergency leave travel order.

3-6. LETTER-TYPE TRAVEL ORDERS.--In most cases the travel order forms prescribed in this Instruction are adequate in authorizing travel. If it becomes necessary to authorize travel in a situation to which none of the travel order forms is adapted or if circumstances preclude their use, a letter-type travel order may be used. At a minimum, letter-type travel orders should contain the basic information outlined in 3-7b below.

3-7. NUMBERING, CONTENT, AND COPIES OF TRAVEL ORDERS.

a. Numbering travel orders.--Each travel order (except emergency leave orders) will bear a serial six digit number preceded by the capital letter "T". Serial numbers will commence anew at the beginning of each fiscal year.

b. Content.--Each travel order (except emergency leave orders) must contain the following basic information:

- (1) Name(s), position(s), and permanent duty station of the traveler(s).
- (2) Purpose of travel.
- (3) Date of issue.
- (4) A travel order number.

- (5) The points between which travel is to be performed.
- (6) Per diem, baggage and other incidental allowances.

- (7) The mode of transportation authorized or directed including mileage rate, if applicable.
  - (8) The chargeable NIF number, expenditure account number, chargeable activity number, general ledger expense account number and ship accounting number.
  - (9) Signature of the authorizing official.
  - (10) As appropriate, endorsements required and date by which travel must be completed.
- c. Copies of travel orders.--A minimum of an original and four (4) copies of travel orders will be prepared. The original and two (2) copies will be for use of the traveler after the travel has been completed, one (1) copy for the issuing official's files and one (1) for the accounting officials. Additional copies will be furnished, as appropriate, to provide for such needs as issuance of transportation requests, advance of funds, immunizations, transportation of dependents and shipment of household effects and endorsements obtained en route. (See paragraph C3057 of Volume 2, JTR.)

3-8. UNUSED TRAVEL ORDERS.--Unused travel orders are to be returned promptly to the issuing official.

3-9. AMENDING TRAVEL ORDERS.--Officials listed in 3-2a above may modify, extend or cancel travel orders. However, no amendment or modification may be made without prior approval of competent authority at the command which originally issued the travel order. When it is necessary, travel orders may be revoked or modified to correct or complete a travel order to show original intent. This may not be done retroactively for the purpose of increasing or decreasing rights which have accrued under applicable statutes, regulations and orders for travel already completed.

3-10. ENDORSEMENTS.--Travel authorizing officials may desire that travel orders are endorsed in order to facilitate liquidation of travel claims. Whether or not to require endorsements is a matter for local determination; however, when endorsements are required the requirement will be stated on the travel order and the following will apply:

- a. The traveler.--Before beginning travel, the traveler will carefully read the remarks section of the travel orders to acquaint himself with any endorsement requirements. Endorsements may be required as follows:
- (1) When reporting to a ship for assignment, an endorsement from the Master indicating time and date of reporting.
  - (2) When reporting to home port, an endorsement from a responsible official showing date and time of reporting.
  - (3) When performing temporary additional duty at an MSC command, MSC office or other military installation, including a ship, endorsements containing the information indicated below, as appropriate:
    - (a) Time and date of reporting.
    - (b) Time and date of detachment.
    - (c) Whether either Government subsistence or quarters or both were available in kind and used with or without charge.
    - (d) To cover delays awaiting transportation or while en route through no fault of the traveler. Such an endorsement must

show the cause and duration of the delay and should be obtained from an MSC official, Naval Transportation Officer or other reliable source at the time of delay, if possible.

b. Endorsing official.--The endorsing official will endorse orders to show all information needed by the traveler in accordance with the remarks section of the travel orders.

#### SECTION 4, CONDITIONS NECESSITATING TRAVEL

Paragraph No.

\*Permanent Change of Station travel.....4-1\*

Temporary duty travel.....4-2

Other types of travel.....4-3

\* 4-1. Permanent Change of Station (PCS) Travel.--Transfer travel is travel which is required by the transfer of an employee to a different area command. This paragraph governs all PCS travel except travel to, from or between overseas commands, including commands located in the states of Alaska and Hawaii. NOTE: Travel to overseas commands under employment agreements is governed by Section 5 below.

a. Policy.--Transportation benefits for civilian marine employees who are changed from one MSC command to another are as follows:

(1) Temporary changes.--Employees who changed from one command to another for one or a limited number of voyages in accordance with CMPI 340 will be authorized necessary travel at Government expense. Transportation expenses for dependents and household effects may not be authorized.

(2) Permanent changes.--Employees who are permanently changed from one MSC command or office to another may be authorized travel at Government expense when it has been determined that the change is in the interest of the Government. It is not the normal policy of MSC to authorize transportation at Government expense for dependents and household effects. Transportation at Government expense for dependents and household effects may be authorized only in highly unusual cases and only with the prior approval of the Commander of the receiving command.

b. Payment of travel costs.--Travel costs involved in changing an employee from one command to another for one or a limited number of voyages will be borne by the command which temporarily employed the individual. Transfer travel costs in connection with a permanent change will be borne by the receiving command unless both commands have agreed to other arrangements.

c. Applicability of Volume 2, Joint Travel Regulations.--The provisions of Chapter 8, Volume 2, JTR apply with respect to weight allowances on shipment of personal and household effects, allowable items, shipping instructions, temporary storage and related matters.

d. Forms.--The "Transfer Travel Authorization," MSC Form 4650-14 (Enclosure 2), will be used to authorize all travel performed under this paragraph.

4-2. TEMPORARY DUTY TRAVEL.--Temporary Duty Travel is travel to one or more places away from a permanent duty station to perform duties for a temporary period of time and upon completion of assignment return or proceed to permanent duty station. This paragraph governs all Temporary Duty Travel as outlined below.

a. Travel of ships with change of administrative control.--When administrative control of a ship is transferred from one MSC command (the releasing command) to another MSC command (the receiving command), crew members assigned aboard the ship are entitled to return travel at Government expense to the releasing command, or to a cash settlement in lieu thereof. Members of the crew who remain with the ship under a permanent change of appointing office forfeit their rights to return travel or to cash settlements.

(1) Between continental commands.--When the administrative control of a ship to be transferred between commands within the continental limits of the United States, the Master of the ship concerned will provide the prospective receiving command with a list of the names, ratings, payroll numbers, and desired modes of transportation of the crew members including an estimate of the amount of excess baggage each crew member desires transported and the desired date and time of departure for home port. In addition, the master will report the names of crew members who elect to accept a cash settlement in lieu of transportation. This information must reach the receiving command at least five (5) days prior to the arrival of the ship at the port of the receiving command. The receiving command will issue appropriate temporary duty travel orders and transportation requests and arrange reservations for the return of crew members to home port. A cash settlement may be made in lieu of transportation and travel subsistence in accordance with 6-3, below. Cost of travel or cash settlements will be chargeable to the releasing command.

(2) Between continental and overseas commands.--When the administrative control of a ship is transferred from a continental United States command to an overseas command or vice versa, the Master will forward the personnel transportation information indicated in 4-2.a above, to the receiving command at least ten (10) days prior to the arrival of the ship at the home port of the receiving command. The receiving command will issue temporary duty travel orders and arrange for travel of crew members to home port via Government air transportation, if available. Cost of travel will be chargeable to the releasing command. Cash settlements in accordance with 6-3 are not authorized in lieu of transportation to or from CONUS.

\* b. Deactivation of ships at other than home port.--When a ship is deactivated at a port other than home port, crew members are entitled to travel at Government expense to home port. The following procedures may be used to return the crew to home port: \*

(1) Port near an MSC command.--When the ship is deactivated at a port near an MSC command having a Disbursing Officer, arrangements may be made with that command to prepare temporary duty travel orders, issue transportation requests and obtain reservations for crew members. The Master of the ship will coordinate with the MSC command

by furnishing names of crew members, ratings, payroll numbers, dates of separation from the ship and desired modes of transportation.

(2) Port with no MSC command.--When a ship is inactivated at a port where the assistance of an MSC command is not available for return travel of crew members, the Commander of the home port may either provide the ship with temporary duty travel orders, leaving the effective dates on the orders blank to be completed by the Purser, or may direct necessary travel by message as crew members are separated from the ship and enter a travel status. The home command will then arrange with the Navy Disbursing Officer or Navy Transportation Officer nearest the port of inactivation for the issuance of transportation requests. When there is no facility for issuing transportation requests, employees will perform travel as directed in their travel orders at their own expense subject to reimbursement upon arrival at home port.

(3) Cash settlement.--A cash settlement in lieu of transportation and travel subsistence may be made for CONUS travel within this subsection. See 6-3.

c. Furnishing replacements to ships away from home port.--When crew members are furnished to ships away from home port, travel to the ship will be at Government expense. A cash settlement in accordance with 6-3 may not be authorized. If a change in the sailing schedule of a ship or a delay en route through no fault of the traveler results in his missing ship, return travel to home port or other port designated by proper authority will be at Government expense. The return travel may be performed on message orders at the expense of the employee on a reimbursable basis when it is not possible for at home command to mail travel orders and a transportation request in advance of actual travel or to arrange for the issuance of travel orders as in 4-2b above. See 4-3d for travel to ships in close proximity to home port.

d. Return to home port for administrative reasons.--Travel will be at Government expense for civilian marine personnel directed to return to home port from a ship for administrative reasons when such reasons are in the interest of the Government. Administrative reasons may include such matters as a change of assignment or testifying in connection with hearings or investigations. When written travel orders and a transportation request cannot be sent to the employee in advance of actual travel the employee may be directed by message to travel at his own expense subject to reimbursement. A cash settlement in accordance with 6-3 in lieu of transportation is not authorized.

e. Return to port of hire.--CMPI 310 provides that a vacancy which occurs on voyage may be filled by a temporary employee appointed in an out-port. The temporary employee appointed under such circumstances is entitled to return transportation at Government expense and wages to his port of hire, or to a cash settlement in lieu of travel benefits and wages. This transportation benefit accrues at the end of the voyage or whenever the employee is terminated, whichever occurs first. However, the employee does not retain the right to return transportation if he is removed for cause or if he accepts a nontemporary appointment. Return transportation

benefits under this paragraph are limited to returning the employee to the outport where he first assumed his shipboard duties. If the employee was recruited in some other area and sent to the outport under the provisions of 4-2g, below, the subsequent return transportation benefits are to the outport rather than to the point of recruitment.

f. Termination of assignment after six (6) months aboard ship.--A civilian marine employee who serves aboard ship for six (6) months or more is entitled to request termination of assignment on the ship. If the request is approved, transportation at Government expense and wages to the home port or port of hire will be authorized if the ship is away from home port or port of hire at that time. Such travel is performed under temporary duty travel orders unless the employee is authorized to leave the ship in a CONUS outport and receives a cash settlement. When a ship's mission is such that extremely great hazards and/or inconveniences are imposed on the ship's crew, COMSC may authorize crew members be released from the ship on a rotation basis prior to completion of the normal six (6) months. If approved by COMSC, transportation at Government expense and wages to the home port or port of hire will be authorized if the ship is away from home port or port of hire at that time. Requests from MSC commands and offices for such authority should contain (1) the name of the ship, (2) a full justification of the need for early rotation, (3) when and how the rotation will be accomplished and, (4) estimated additional costs due to early rotation.

g. Recruit travel.--MSC commands and offices are authorized to pay transportation, per diem, wages during travel, and authorized expenses incident to travel for civilian marine recruits from the point of recruitment to their first duty station within the continental United States, subject to the following:

- (1) Prior approval of COMSC. The authorization of travel for recruits is restricted to emergency crewing situations caused by critical manpower shortages. MSC commands and offices will secure the prior approval of COMSC before initiating out-of-area recruitment involving the payment of recruit travel. The request for approval shall contain the number of recruits needed, the ratings involved, a narrative report of previous recruiting measures and the geographic areas in which out-of-area recruitment involving the payment of transportation is proposed.
- (2) Agreement by recruit.--Recruits who travel at Government expense must agree, in writing, to complete at least one voyage or reimburse the Government for travel expenditures. A statement to this effect will be signed by the recruit and filed in his official personnel folder. MSC commands will take appropriate steps to recover travel expenditures made for recruits who violate this agreement.
- (3) Travel orders.--Recruits will be issued temporary duty travel orders (MSC Form 4650-15 or letter orders) and, when feasible, will be furnished transportation requests for travel to the location of the ship. Per diem will be authorized in accordance with this Instruction and reimbursement is authorized for those expenses incident to travel which are specified in Part 0, Chapter 4, Volume 2, JTR. Recruits who are not appointed until they arrive at their first duty station will not receive wages for travel time. Transportation for dependents and household effects will not be authorized.
- (4) Return travel benefits.--The recruit who is furnished travel benefits will not be entitled to return transportation at Government

- (a) expense to the point of recruitment except as follows:
- (b) If the recruit is separated from employment with MSC prior to his first voyage and for the convenience of the Government or if the recruit is denied employment with MSC through no fault of his own he will be authorized return transportation to the point of recruitment.
- (b) The recruit who is sent from the point of recruitment to meet a ship at an outport is entitled to return transportation at Government expense to the outport in accordance with 4-2e, above. The recruit who is entitled to this benefit may return to his point of recruitment if desired and if no additional cost to the Government is involved.

h. Damage control instructors.--Damage Control Instructors are normally assigned in ships as crew members by means of a Crew Change Report; travel orders are not required to cover such periods of assignment afloat. Temporary duty travel orders are required, however, to cover travel between outports, periods spent in outports awaiting arrival of ships, travel to and from the home port for assignment from one ship to another, and other temporary duty travel such as temporary duty ashore away from the home port. Temporary duty travel orders should also be used to cover periods when the Damage Control Instructor assists in conducting and evaluating annual one or two day Phase III damage control training cruises since, during such cruises, the Damage Control Instructor is not a member of the crew.

i. Training.--Temporary duty travel is authorized for training purposes subject to the conditions established in CMPI 410. With the approval of COMSC, payment for travel expenses for Maritime Cadets from their academy to the home port or ship and return to the academy is authorized.

j. Removal action in an outport.--CMPI 750 provides that, in exceptional circumstances, a marine employee against whom removal action has been initiated may be directed to leave the ship and return to the home port. Such travel requires the prior approval of the commander, home port, and is authorized as follows:

- (1) Authorizing travel.--Travel performed under this paragraph may be authorized by message by the commander, home port. See 3-1. If desired, however, the commander, home port, may request the MSC authority in the outport to prepare necessary travel orders. In such a case, "Temporary Duty Travel Authorization" (MSC Form 4650-15) forms or letter orders will be used. Employees will not be required to reimburse transportation expenses and the costs will be chargeable to the activity number of the employee's home port.
- (2) Modes of transportation and accommodations.--The modes of transportation and classes of accommodations authorized in Section 2 of this Instruction are not applicable to travel performed under this paragraph. Normally, the employee who is directed to return to the home port under the provisions of CMPI 750 should travel as a workaway aboard an MSC civil service-manned ship unless the circumstances which necessitated separation from the ship make it inadvisable to utilize this mode of transportation. Necessary land transportation authorized will be limited to the most economical mode and class available. If the purpose of the travel cannot be accomplished by workaway transportation, the most economical

Government air transportation available may be authorized. Commercial air and sea transportation may be authorized only as a last-resort measure taken in the direct interest of the Government. Travel by commercial aircraft and ship will be performed in aircraft and ships of U.S. registry, if available.

- (3) Per diem; pay status.--Per diem will be authorized and paid in accordance with this Instruction. In addition, the employee will be reimbursed for the usual authorized expenses incident to travel such as taxicab fares and excess baggage. The employee's pay status during travel will be determined as provided in CMPI 750 depending upon the circumstances of the case.

#### 4-3. OTHER TYPES OF TRAVEL.

- a. Mutual consent resignations.--An employee who is separated from employment while on voyage through resignation by mutual consent (see 1-4g) will not be entitled to travel benefits. Exceptions: a. An employee who is separated through resignation by mutual consent after 6 months on voyage is eligible for a cash settlement if separated in a CONUS port. b. An employee of an overseas command who is eligible for return transportation under an employment or renewal agreement and who is allowed to resign by mutual consent in a CONUS port, may be authorized transportation from the CONUS port to the place of actual residence indicated in his employment agreement provided the cost does not exceed the cost which would be payable had the employee been repatriated from the overseas command.

b. Leave for emergency purposes.

\*(1) Emergency leave may be granted whenever the circumstances warrant, based on the judgment of the Master/OIC and the request of the employee. Extreme care must be exercised to ensure that an emergency exists. Verification by the American Red Cross or cognizant area commander is required for leave to be granted in cases of bona fide emergencies when that leave will result in a transportation cost to the U.S. government or a requirement that a relief be provided. Employees are responsible for requesting the assistance of the American Red Cross and should encourage their family members to request assistance in emergency situations from the American Red Cross. Leave may be authorized in the circumstances set forth below and when the existence of an emergency has been verified by the area command or the American Red Cross.

- (a) When the return of the employee will contribute to the welfare of a dying member of the employee's immediate family (father, mother, person standing in loco parentis, spouse, children, brother, sister or only living relative).
- (b) Upon the death of a member of an employee's immediate family.
- (c) When an accident to or serious illness of an employee's immediate family results in a serious family problem and imposes important responsibilities on the member which must be met immediately and which cannot be accomplished by any other individual or means.
- (d) When failure of the employee to return home would create a serious and unusual hardship on either the employee or the employee's family.

(2) When emergency leave is requested, has been verified as a emergency by the American Red Cross and cannot be granted, the Master will notify the area commander of the reason(s) for denial.

(3) When an employee has a verified emergency and has completed a six month tour that employee may be granted travel to the homeport based on termination of assignment.

(4) When an employee has a verified emergency and has not completed a six month shipboard tour, the CIVMAR may be authorized travel and transportation costs to the homeport with the understanding that upon return to duty he/she will commence a new six month tour.\*

(5) Masters/OICs may authorize government funded emergency leave transportation from the vessel to the homeport. An emergency leave travel order in letter form must be prepared in order to obtain travel by a Government carrier for leave for emergency purposes. The letter order should contain the following information:

- (a) Identification of the traveler as an employee of the Department of Defense who is traveling on emergency leave.
- (b) A certification that a personal emergency has been verified by competent authority.
- (c) Reference to the authorizing directive, as follows:
  - (1) For MSC Travel.--OPNAV Instruction 4630.25 Air Transportation Eligibility (effective edition).
  - (2) For MSC Travel.--MSC Instruction 4630.2 (effective edition) Passenger booking and reporting procedures.

c. Relief officers.--Relief Deck and Engine officers are authorized travel time and reimbursement for travel expenses for travel to and from a ship which is berthed both outside the local commuting area of the MSC office and outside the local commuting area of the relief officer's residence. Reimbursable travel time will be computed on the basis of that time spent traveling outside the commuting area, but not in excess of the estimated travel time between the MSC office and the ship. Reimbursement of travel expenses will not exceed the estimated expenses paid for travel between the MSC office and the ship. No travel time or travel expense reimbursement will be allowed when the ship is berthed within the local commuting area of the MSC office and/or within the local commuting area of the relief officer's residence.

- (1) Local commuting area.--The local commuting area is defined as that area within which employees live and can be expected to commute back and forth to work daily. Normally, the perimeter of the local commuting area should not require one-way travel in excess of one hour by local common carrier. This definition of local commuting area applies to both the commuting area of the MSC office and the commuting area of berthed ships. The perimeter of local commuting areas shall be established by individual MSC area commands and shall be made a matter of record, with a copy provided to COMSC.
- (2) Travel time.--Relief officers will be paid at their hourly, base rate of pay for reimbursable travel time to and from a ship.
- (3) Travel expenses.--Relief officers will be reimbursed for allowable travel expenses on the basis of common carrier transportation or mileage rates for the use of privately owned vehicles, in accordance with applicable provisions of the Joint Travel Regulations.

- (4) Assignment of relief officers.--Transportation costs for relief officers will be kept to a minimum by assigning personnel who reside within the commuting area in which the ship is berthed.
- (5) Limitation.--When quarters are provided on the ship for the duration of the relief officer's tour of duty, traveling expenses and travel time will be paid for only one round trip.

d. Local travel.--Crew members may be authorized local travel reimbursement when joining ships berthed within a recognizable port authority, but outside the local commuting area (defined in 4-3c(1) above) on the basis of common carrier transportation costs. When the best interests of the government area served by the employee reporting directly to the ship from his place of abode, reimbursement shall be made for expenses from the place of abode to the ship; however, reimbursement will not exceed the amount that would be paid if the employee had traveled between headquarters of the MSC command and the ship. A cash settlement in accordance with 6-3 in lieu of transportation is not authorized.

**SECTION 5, TRAVEL TO, FROM, BETWEEN OVERSEAS COMMANDS UNDER  
EMPLOYMENT AGREEMENTS**

	Paragraph No.
Employment and renewal employment agreements.....	5-1
Period of service and transportation benefits.....	5-2
Instructions to traveler.....	5-3
Statement of living and working conditions.....	5-4

**5.1. EMPLOYMENT AND RENEWAL EMPLOYMENT AGREEMENTS.**

a. General.--An employment agreement will be negotiated whenever marine personnel are provided travel and subsistence benefits to, from or between overseas posts of duty either as new appointees or when being transferred to overseas posts of duty. An employment agreement (or renewal agreement) is essentially a contract between the Department of the Navy and the employee. Accordingly, the provisions of Volume 2, JTR which regulate employment agreements and the performance of related travel is applicable in implementing the policies of this section.

b. Limited purpose of agreement.--An employment or renewal employment agreement does not exempt the employee or the employing MSC commander from compliance with any regulation or condition of employment otherwise applicable. For example, completion of the period of service covered by the employment agreement does not, in itself, terminate the employee's continued employment. The employee may continue in his position for a longer period if his services are needed and he retains any rights to return transportation provided by the agreement as long as he is employed. Separation from the position must be accomplished through appropriate regulations governing separation actions. An employee who has completed the specified period of service and who is subsequently removed for cause does not lose any right to return transportation which had previously accrued to him.<sup>per</sup>

c. Agreement forms and supplementary statement.--The travel authorization and employment agreement forms prescribed in Volume 2, JTR are used as appropriate for negotiation with civilian marine personnel. In all cases, however, these forms will be modified by the attachment of Enclosure 3 as a supplementary statement. This supplementary statement changes certain provisions of the agreements which are not appropriate for negotiation with civilian marine personnel. Any situation inadequately covered by the agreement forms or by the supplementary statement will be reported to COMSC for consideration in connection with the amendment of this Instruction. COMSC is authorized to modify the content of the supplementary statement as required by the needs of the service provided such modifications are consistent with law and Navy policy. See Enclosure 4 for information concerning the Statement of Living and Working Conditions.

d. Officials authorized to issue.--The officials listed below are authorized to enter into employment and renewal employment agreements with persons selected for overseas marine positions, to effect the appointments of recruits and the transfer or change of headquarters or duty station of persons in the Government service to or between overseas duty stations, and to issue appropriate travel orders as provided in the employment agreements.

This authority may not be redelegated and officials signing in the absence of the designated official must sign as "Acting".

- (1) Commander, Deputy Commander and Chief of Staff, Civilian Personnel Officer, Military Sealift Command.
- (2) Commanders, Chiefs of Staff or Chief Staff Officers, Military Sealift Command Area and Subarea Commands.
- (3) Designated Commanding Officers of Military Sealift Command Offices when specifically authorized by COMSC.
- (4) Civilian Personnel Officers and designated recruiting representatives of MSC Area and Subarea Commands.
- (5) Commanding Officers of Military Sealift Command Offices which operate civil-service manned ships.

5-2. PERIOD OF SERVICE AND TRANSPORTATION BENEFITS.--Civilian marine personnel recruited for overseas positions under employment agreements serve twelve months or any part thereof that their services are required. This period of service is computed from the date of arrival at the overseas activity. Transportation and subsistence benefits provided civilian marine personnel are limited to travel for the employee only, unless transportation at government expense of dependents and household goods is specifically authorized for categories of personnel by COMSC.

5-3. INSTRUCTIONS TO TRAVELER.--Each command will prepare instructions to be provided employees when they are to travel to an overseas command for permanent duty. Such instructions should contain information concerning: immunization and passport requirements; the use of transportation requests; the necessity of keeping a record of their expenses enroute in order that they may be reimbursed; how to claim reimbursement; endorsements required on the orders; and the disposition of unused transportation requests or tickets.

5-4. STATEMENT OF LIVING AND WORKING CONDITIONS.

a. Purpose.--The Employment Agreement requires that the prospective employee read and sign a Statement of Living and Working Conditions prior to entering into an employment agreement with any overseas MSC command. The purpose of this Statement is to acquaint the recruit with general living and working conditions at the command where he will be employed and to indicate to him differences between general maritime practice and MSC practice in employment conditions.

b. Contents of the statement.--Each overseas command which negotiates employment agreements with civilian marine personnel will prepare a Statement of Living and Working Conditions which lists as an enclosure "Your New Job with MSC" or equivalent information. The information provided in Enclosure 4 will be used as a guide in preparing such statements although all of the provisions may not be applicable to each overseas command.

c. Advance approval by COMSC.--All statements of Living and Working Conditions and changes thereto will be submitted to COMSC via official channels for approval in advance of publication.

d. Submission of copies to COMSC and other commands.--Each command that prepares Statements of Living and Working Conditions will submit 15 copies without enclosures to COMSC (Code 2) and to every other command

which may reasonably be expected to provide recruitment assistance to the command which originated the Statement. Whenever a change is made in the Statement new copies will be submitted with a covering letter calling attention to the changes which have been made. Those commands which have been supplied with Statements of Living and Working Conditions should restore their supply by request directed to the originating command.

e. Distribution.--One copy will be provided to the recruit. Another, bearing the signatures of the recruit and the recruiting representative will be included in the recruit's personnel folder.

#### SECTION 6, PER DIEM, PAY STATUS AND CASH SETTLEMENTS

	Paragraph No.
Per diem.....	6-1
Pay status during travel.....	6-2
Cash settlements.....	6-3

##### 6-1. PER DIEM.

a. General.--Civilian marine personnel traveling in accordance with this Instruction are authorized per diem corresponding to allowances for "travel subsistence" which are made in the maritime industry. "Per diem" payable to civilian marine personnel under this Section is computed at the rate provided for under the Standardized Government Travel Regulations in accordance with the Joint Travel Regulations (JTR) or the rate established for subsistence and quarters in CMPI 593, whichever is higher. However, in authorizing per diem, it is not permissible to use a combination of JTR and CMPI 593 rates to arrive at an aggregate rate for subsistence and quarters. In certain high cost living areas in CONUS and overseas, a per diem rate not in excess of the appropriate locality rate may be authorized as prescribed in Volume 2, JTR and CMPI 593 if cash is paid in lieu of subsistence and quarters (see paragraph 6-3). EXCEPTION: When civilian marine employees travel to, from or between overseas commands under the travel provisions of an employment or renewal employment agreement, per diem must be paid in accordance with the standardized Government Travel Regulations. See Chapter 4, Volume 2, JTR.

b. When payable.--Per diem is payable for all periods of travel, including periods of temporary duty and periods en route which are spent waiting for transportation during which the traveler is required to furnish his own subsistence. When the traveler must purchase subsistence only (as in the case of rail travel) or when the traveler must purchase both subsistence and quarters he may be authorized per diem in accordance with the provisions in 6-1a, above. During actual travel the carrier is always considered quarters. When both subsistence and quarters in kind are furnished or available at no expense, as in the case of first-class travel by commercial air or travel by MSC ship, the traveler receives no per diem.

c. Computing per diem when traveling to, from or between locations outside the continental United States (out CONUS).--Per diem is computed as prescribed in JTR, Volume II, Chapter 4.

d. Computing per diem when traveling within the continental United States (CONUS).--Per diem is computed under the Lodging - Plus System prescribed in JTR, Volume II, Chapter 4. The total amount of per diem may not exceed the maximum applicable locality rate prescribed in JTR, Volume II, Chapter 4.

e. When per diem begins and ends.

(1) For travel by common carrier, per diem begins at the time the employee leaves his/her place of abode, permanent duty station, or other point of departure, and ends when the employee returns to his/her place of abode, permanent duty station, or other point at the conclusion of the trip.

(2) For travel by privately-owned conveyance, per diem begins and ends when the employee actually departs and returns. However, when the time of departure by any mode of transportation is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day will not be allowed in the absence of a statement with the travel voucher explaining the official necessity for the hour of departure or return.

(3) When the civilian marine employee receives travel orders which require him/her to leave the ship in an outport, per diem begins when he/she leaves the ship irrespective of when his/her train, plane or other conveyance departs.

(4) When the marine employee is sent to meet a ship, per diem is payable until the employee reports aboard, unless he/she has been delayed for his/her own convenience, irrespective of when his/her conveyance arrives in port.

f. When not payable.--Per diem is not payable as follows:

(1) For travel performed under emergency leave travel orders.

(2) For periods of delay or for extra time required by an employee for his/her own convenience.

(3) When both quarters and subsistence are furnished or available at no expense.

(4) For the employee's dependents.

g. Illness or injury during travel.--If an employee is hospitalized when in a travel status, per diem may be paid for periods of hospitalization paid for by any one of the Federal Health Benefit Plans (FEHB); however, per diem may not be paid for periods of hospitalization paid for by Workers' Compensation. (See also paragraph C4554, vol. 2, JTR.)

(4) When the marine employee is sent to meet a ship, per diem is payable until the employee reports aboard, unless he/she has been delayed for his/her own convenience, irrespective of when his/her conveyance arrives in port.

f. When not payable.--Per diem is not payable as follows:

(1) For travel performed under emergency leave travel orders.

(2) For periods of delay or for extra time required by an employee for his/her own convenience.

(3) When both quarters and subsistence are furnished or available at no expense.

(4) For the employee's dependents.

g. Illness or injury during travel.--If an employee is hospitalized when in a travel status, per diem may be paid for periods of hospitalization paid for by any one of the Federal Health Benefit Plans (FEHB); however, per diem may not be paid for periods of hospitalization paid for by Workers' Compensation. (See also paragraph C4554, vol. 2, JTR.)

## 6-2. PAY STATUS DURING TRAVEL.

a. Applicability.--This paragraph governs travel pay for all civilian marine personnel except as follows:

(1) Relief Officers.--Travel pay for Relief Officers is computed in accordance with 4-3.c.

(2) Removal actions.--The pay status of the marine employee who is directed to leave the ship and return to the home port in accordance with 4-2.j. is governed in CMPI 750.

b. Basic rule.--An employee performing travel should receive the base pay which he/she would have received had he/she remained at his official duty station and performed his/her scheduled work. Overtime is never payable for travel time even when the travel is performed outside of and in addition to the employee's scheduled working hours or on scheduled nonwork days. Travel time will not be added to time in a work status for the purpose of computing overtime when the employee works and travels on the same day.

c. Travel time.--This subparagraph identifies travel time for the purpose of distinguishing between leave status and duty status. The items listed below are credited as travel time and leave will not be charged. Note, however, that travel time does not include periods of delay under the control of the traveler or periods of illness or injury. Such periods within the employee's scheduled workweek will be charged to leave. Travel time includes:

(1) Period normally required to travel the distance from the home or official duty station of the traveler to the terminal of the carrier, and return.

(2) Period required by the carrier for the traveler to report in advance of the scheduled departure, to confirm reservations, check baggage, etc.

(3) Period of actual travel over the shortest available usually traveled route. Where it is necessary to construct travel time, the provision of paragraphs C4660 and C5100-C, Volume 2, JTR should be followed.

(4) Periods of delay before the start of and during the travel, provided the traveler has no control over the delay and must wait at or near the terminal or conveyance in readiness to proceed when permitted.

(5) Period normally required to travel the distance from the terminal to the temporary duty station or hotel, and return.

NOTE: Travel time should not be confused with those periods for which per diem is payable. See 6-1 above.

6-3. CASH SETTLEMENTS.--Under the provisions of this Instruction, when the civilian marine employee is separated from his ship away from the home port, without delinquency or misconduct on his part and for the convenience of the Government, he will be allowed wages, transportation and subsistence to the home port or to the port of hire. The obligation of MSC to provide

these benefits may be discharged through the payment of a cash settlement in lieu of travel benefits and wages subject to the following:

a. When payable.--Cash settlements will be paid only under the following conditions:

- (1) MSC must be obligated to furnish travel benefits and wages, and
- (2) The employee must elect to receive a cash settlement in lieu of transportation, per diem, travel pay and reimbursement for authorized expenses incident to travel and the Master and the Commander, home port, must concur, and
- (3) The employee must request leave to cover travel time since he will travel in a non-duty status, or must have submitted his resignation, and
- (4) The employee is carried on the rolls of a CONUS command and is separated from the ship in a CONUS outport.

b. Examples.--Cash settlements are appropriate when administrative control of a ship is transferred from one CONUS command to another; when a ship is inactivated in a CONUS outport; when an employee is entitled to return travel within CONUS following re-assignment for a limited number of voyages; following termination of assignment after six (6) months on voyage away from the home port; and when a temporary employee, who was appointed in a CONUS outport, is terminated upon arrival of the ship in the home port.

c. Procedure.--When cash settlements are appropriate the Master will advise the crew members of the provision of cash settlements in lieu of travel orders and of the amount of cash settlement authorized for payment in accordance with subparagraph d, below. Prior to receiving a cash settlement the employee who is returning to the home port for reassignment will execute a Leave Application requesting leave to cover the period between separation from the ship and his return to the home port. The amount of leave granted should be sufficient to cover normal travel time; extended leave will not be granted without prior approval of the Commander, home port. The following statement signed by each employee will be entered under the "Remarks" section of the Crew Change Report used to place the employee on leave or to effect his separation:

"At my option I have this date (date) accepted \$(amount) as a cash settlement in lieu of transportation, per diem, travel pay and reimbursement for expenses incident to travel from (port of departure) to (destination). I understand I have no further claim against the Government in connection with my return travel.

(Signed by employee.)"

The Master will authorize the Purser to make the cash settlement at the time the employee is paid off the ship. The Purser will document the payroll to show the basis for the disbursement. Employees electing cash settlements will not receive travel orders and will be advised that they are responsible for their own return. However, when requested, the local MSC activity should provide advice regarding available transportation facilities.

d. Determining amounts.--The local MSC activity will advise the Master of the amount of the cash settlement authorized for payment. If no MSC activity is located in the port, the home port will establish the amount payable. The amount will equal the cost of, but not exceed:

- (1) First-class air transportation plus tax between the port where the employee is paid off his ship and home port (or port of hire, in the case of the replacement hired in an out-port) or
- (2) If commercial air service is not available, first-class rail transportation and a standard lower berth plus tax (cost of a standard lower berth will be included only if normal rail travel between the two points involves more than four (4) hours of night travel between 2200 and 0600), or
- (3) If neither air nor rail service is available, bus transportation plus tax.

## SECTION 7, TRAVEL CLAIMS AND ADVANCES

	Paragraph No.
Travel claims.....	7-1
Travel advances and special pays.....	7-2

7-1. TRAVEL CLAIMS.--Claims for reimbursement of expenses for travel performed under this Instruction are prepared, submitted and liquidated in accordance with the established procedures found in Chapter 5, Volume 2, JTR. Accordingly, this Instruction only contains general provisions covering travel claims.

a. Payment of claims.--Claims may be submitted to the MSC command nearest the traveler's final destination for processing and payment. When an employee is sent under official travel orders to join the ship his claim may be paid by the home port when the ship returns or, in the case of extended voyages, with the prior approval of the home port, the claim may be processed and paid by any MSC command visited by the ship. If that command does not have the facilities, the claim may be forwarded to the nearest appropriate Navy office which can process it. Pursers are not authorized to liquidate travel claims.

b. Documents and information needed.--Civilian marine personnel should be advised that they will need the following documents and information when submitting travel claims:

- (1) The original and two (2) copies of the travel orders together with all endorsements, extensions and modifications.
- (2) A record of dates and times of departure and arrival. For travel by common carrier, time scheduled for departure should also be recorded.
- (3) Full justification for cash payments for transportation when the cash payment exceeds \$15. The claim for reimbursement must include:
  - (a) Reasons why transportation requests were not obtained.
  - (b) Exact amount paid for each fare, with receipts when practicable to obtain them.
  - (c) Class and mode of transportation.
  - (d) Name of carrier.
- (4) Full justification for any use of taxicabs between place of business and the nearest available place to secure meals.
- (5) Odometer readings when private vehicles are used.

- (6) Unused tickets and TR's must be attached to the travel claim and an explanation of why the tickets and TR's were not used must be submitted. In addition, discrepancies between tickets issued and accommodations or class of travel actually used must be reported.
- (7) A record of ground conveyance fares between places of business and between place of lodging and place of business at the temporary duty station.
- c. Questionable claims.--Questionable claims should be transmitted to the U. S. Navy Regional Finance Center, Washington, D. C. 20390, and will be submitted via COMSC (Code 5).

7-2. TRAVEL ADVANCES AND SPECIAL PAYS.--Ordinarily, civilian marine employees are expected to provide themselves with sufficient funds to cover travel expenses; however, advancement of travel funds and/or a special pay on earned wages may be made if needed by the employee. MSC commands will be especially liberal in granting advances and/or special pays when it is anticipated that the liquidation of the traveler's claim will be substantially delayed.

#### SECTION 8, TRAVEL UNDER CONDITIONS OF MOBILIZATION

	Paragraph No.
Delegation of authority to COMSC.....	8-1
Delegation of authority to subordinate commands.....	8-2

8-1. DELEGATION OF AUTHORITY TO COMSC.--Within the following limitations, COMSC is delegated authority to modify provisions of this Instruction to the extent required to meet operating needs:

- a. Following declaration by COMSC of full mobilization of the MSC fleet, and
- b. Pending the issuance of permanent regulations to cover the period of full mobilization. Such modifications must be consistent with existing law.

8-2. DELEGATION OF AUTHORITY TO SUBORDINATE COMMANDS.--Following the declaration by COMSC of full mobilization of the MSC fleet, ship-operating commands are delegated authority to utilize fully provisions of paragraph 4-2g of this Instruction, to the extent required to meet minimum operating needs, without obtaining prior approval of COMSC.

#### SECTION 9, PASSPORTS

	Paragraph No.
General.....	9-1
Where to apply for passport.....	9-2
Supporting documents supplied by employee.....	9-3
Verification of documents.....	9-4
Expenses.....	9-5
NMPC requirements.....	9-6
Delivery of passport.....	9-7
Emergency cases.....	9-8

9-1. GENERAL--All civilian marine personnel are required to \*possess U.S. Coast Guard Merchant Mariner's Documents, an Identity Card (DD 489) indicating that they are civilian marine employees of the U.S. Navy Department, and a valid passport. In some cases, a civilian marine employee assigned to a ship with a United States home port needs only U.S. Coast Guard Merchant Mariner's Documents to travel in foreign countries when the ship is in a foreign port. Frequently, however, a civilian marine employee must possess a valid passport when traveling to, through, or from a foreign country.\*

a. MILITARY-CIVIL SERVICE MARINER RELATIONSHIPS CONCERNING PRISONER OF WAR IDENTIFICATION.--The Geneva Convention provides that prisoners of war are to be humanely treated with due regard to rank, among other considerations. To facilitate such treatment for civilian marine personnel of MSC in consonance with other civil service personnel, a table of military-civil service mariner personnel relationships was established (COMSCINST 5512.1C). This military-civil service relationship will be used for prisoner of war purposes ONLY.

9-2. WHERE TO APPLY FOR PASSPORTS.--An application for a passport must be made by the civilian marine employee in person at (1) the Passport Agency of the Department of State in Washington, DC; San Francisco, California; New York, New York; New Orleans, Louisiana; Miami, Florida; Los Angeles, California; Chicago, Illinois; or Boston, Massachusetts, or (2) the office of the clerk of any United States Federal Court, or (3) the office of clerk of a State court authorized to naturalize aliens.

9-3. SUPPORTING DOCUMENTS SUPPLIED BY EMPLOYEE.--The civilian marine employee must supply the following papers to accompany the application for a passport:

a. A birth certificate; baptismal certificate, or birth affidavit properly sworn to by a near relative, or affidavit of two persons who are able to testify of their own knowledge as to date and place of applicant's birth. If applicant's present name is now different from that shown in the evidence of birth, the applicant must submit a copy of a Court Order of change in name, or affidavits from two persons able to testify to the fact that the applicant is now known by his/her present name. Affiants should set forth in their affidavits the length of time they have known the applicant under each name.

b. Applicants claiming citizenship through naturalization must submit a certificate of naturalization. Applicants who claim citizenship through the naturalization of a parent may submit with their applications the naturalization certificate of the parent through whom citizenship was derived, or a certificate of derivative citizenship issued by the Commissioner of Immigration and Naturalization under the provisions of the naturalization laws. If the applicant was born of American parents, he/she must submit evidence of his/her parent's birth or naturalization and a statement of date of the applicant's first entry into the United States.

c. Duplicate passport photograph, taken within two years of date submitted, must be affixed to passport applications.

9-4. VERIFICATION OF DOCUMENTS.--All documents such as birth certificates, baptismal certificates, certified copies of records, affidavits, etc., submitted as evidence of the American citizenship of an applicant for a passport must give the place of birth and date, and must bear the seal of the office where such documents were executed and signature of the officer by whom they were issued. To be acceptable, birth certificates must show that the birth was recorded shortly after birth. Photostats of birth certificates are acceptable if it is apparent from an examination of the copy that the official seal of the issuing office was impressed upon the original certificate. Documents, other than birth certificates, must be original.

9-5. EXPENSES.--Commanders are authorized to reimburse civilian marine employees for necessary expenses incurred in connection with issuance of passports and visas. (See paragraph C4709 of Volume 2, JTR).

9-6. NAVAL MILITARY PERSONNEL COMMAND REQUIREMENTS.--When the passport is required for Government business, the Commander, home port, will submit a letter to the Naval Military Personnel Command (NMPC), Navy Department, Washington, D.C. 20370, with information copy to COMSC, requesting aid in the issuance of the passport. This letter also shall contain the following information:

- a. A certification that the applicant for a passport is an employee of MSC.
- b. The name and address of the employee, date and place of birth, date and office at which application for passport was made.
- c. The purpose of the travel and the departure date. For temporary duty travel to join a ship, this information will include the name and location of the ship and the employee's position title; for permanent duty travel this information will include the name and address of the overseas command where the employee is to be assigned, and the type and class of ship and the position in which he/she is expected to serve.
- d. Where the passport shall be sent, when issued.

9-7. DELIVERY OF PASSPORT.--Passports required for Government business will be forwarded by the State Department to the Naval Military Personnel Command. The Naval Military Personnel Command will forward the passport to the addressee specified in accordance with 9-6d above.

9-8. EMERGENCY CASES.--To assure the issuance of the passport on time, the Naval Military Personnel Command should be notified in accordance with 9-6, above, at least three weeks in advance of the estimated time of departure of personnel applying for passports. In emergency cases, the data should be furnished to NMPC by message with information copy to COMSC. In addition, when requested by the commands, COMSC will take action to expedite the issuance of passports.

## SECTION 10, MISCELLANEOUS

Paragraph No.

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10-1. RESERVATIONS.--When travel reservations are required, the travel order issuing official, or his/her designated representative, normally will make reservations since such persons have knowledge of transportation arrangements needed to meet requirements of the travel being performed. In addition, the reservations available at the time will have a bearing on the accommodations, mode of transportation and other incidentals that will be authorized or directed by the official in the travel orders.

10-2. INOCULATIONS.--Civilian marine employees traveling to, from or between foreign countries will be given inoculations and vaccinations as prescribed for such foreign countries in the effective edition of BuMed Instruction 6230.1. As evidence of having received inoculations and vaccinations, civilian marine employees will carry an appropriately executed International Certificate of Inoculation and Vaccination (U. S. Public Health Service Form PHS 731).

10-3. NONCOMBATANT'S CERTIFICATE OF IDENTITY.--All civilian marine employees must have Noncombatant's Certificates of Identity, DD Form 489, during the time travel is being performed outside the continental United States. Refer to the effective edition of COMSC Instruction 5512.1 for provisions governing the issuance of DD Form 489.

10-4. CROSS-SERVICING BY COMMANDS AND ASSISTANCE TO TRAVELERS.--The nature of civilian marine personnel travel makes the efficient cross-servicing by MSC commands and offices mandatory to insure speedy and economical travel and maintenance of a high level of morale. Accordingly, MSC commands and offices will render every possible assistance to civilian marine personnel entering or leaving travel status or while en route. Assistance will be provided as needed in such matters as issuing travel orders and transportation requests, making reservations, furnishing endorsements, performing liaison with carriers and Navy Transportation Officers, providing local transportation by Government vehicle, paying advances on per diem and liquidating travel claims.

10-5. TRAVEL OF LOCAL NATIONAL EMPLOYEES.--This paragraph applies only to travel of local national civilian marine employees (direct hires) appointed by overseas MSC commands and paid in accordance with native wage schedules. Overseas MSC commands are authorized to establish regulations governing temporary duty travel for local national employees. Temporary duty travel for local national employees shall be authorized in accordance with the rates and practices of the local maritime industry insofar as these rates and practices are consistent with the public interest and with the travel benefits established for similar employees by other local U. S. Government agencies. The procedures, forms, terms and principles found in this Instruction and in Volume 2, JTR should be used in regulating the travel of local national employees whenever feasible.

10-6. LIABILITY OF GOVERNMENT IN CASE OF ACCIDENT WHILE TRAVELING.--The Federal Employees' Compensation Act, as amended, provides that the liability of the United States under the Act with respect to injury or death of an employee shall be exclusive and in the place of all other liability of the United States to the employee, in any direct judicial proceedings in a civil action or in admiralty or under any Federal tort liability statute. The regulations of the Bureau of Employees' Compensation under the Act provide that no official or employee will require an employee to enter into any agreement, either before or after an injury, to waive the right of claim compensation. In the event that an employee is injured or killed in the performance of duty, provision is made for claiming compensation under the Federal Employees' Compensation Act. The Bureau of Employee's Compensation determines the amount of compensation to be paid.

10-7. \*GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES INCIDENT TO PERFORMANCE OF OFFICIAL TRAVEL.--An employee who is traveling on official business is obligated to account for any gift, gratuity or benefit received from private sources. This includes promotional materials given to the employee by airlines, rental car companies, and motels; for example, bonus flights, reduced-fare coupons, cash, merchandise, gifts and credits towards free or reduced costs of future services or goods (See paragraph C1200, part D of Volume 2, JTR).\*

a. \*The employee may keep items of nominal intrinsic value (for example, pens, pencils or calenders), and they may participate in promotional programs which will accrue for them personal benefits such as seat upgrades, membership in clubs, and check-cashing privileges.\*

b. Employees will turn in travel bonuses carrying expiration dates, and nontransferable travel coupons.

c. Promotional items received by the employee as a result of a mixture of travel paid for by the Government and from personal funds, are the property of the Government. If the employee uses a bonus ticket for personal use, the employee must reimburse the value of the bonus ticket to the Government.

d. An employee may keep payments received from a carrier for voluntarily vacating a seat on an overbooked flight and taking a later flight. However, no additional per diem may be paid as a result of the delay in the employee's return. If the employee incurs additional travel expenses as a result of voluntarily giving up the seat, beyond those which would normally have been incurred, such additional expenses are not the responsibility of the Government. If in contrast to the above, an employee is involuntarily denied boarding on an overbooked flight, compensation for the denied seat is due to the Government. Therefore, if the airline pays the employee directly for such denied boarding, the employee must relinquish that payment to the Government.

#### SECTION 11, APPLICABLE PROVISIONS OF VOLUME 2, JOINT TRAVEL REGULATIONS

11-1. GENERAL.--THE JOINT TRAVEL REGULATIONS, DEPARTMENT OF DEFENSE CIVILIAN TRAVEL (Vol. 2, JTR), provide that the JTR is applicable to civilian marine personnel of MSC only as prescribed in CMPI 4650. Accordingly, throughout this Instruction and in 11-2, below, cross reference is made to Volume 2, JTR and those provisions cross-referenced are directly applicable to authorizing travel for civilian marine personnel. Note, however, that many of these JTR provisions are modified by the provisions of CMPI 4650 and, therefore, are not applicable in their entirety. Travel authorizing officials ashore should be thoroughly familiar with the entire JTR for civilian travel since many provisions of the JTR which are not listed below contain references to other instructions, general procedures, and other guides to action which are appropriate and should be used for guidance in authorizing travel for marine employees. The references to Volume 2, JTR, listed below are not of direct interest or use to personnel afloat.

#### 11-2. CROSS REFERENCES TO VOLUME 2, JOINT TRAVEL REGULATIONS.

a. Chapter 2, MODES OF TRANSPORTATION, ACCOMMODATIONS, TRANSPORTATION REQUESTS AND BAGGAGE.

b. Paragraph C1200, Gifts, Gratuities and other Benefits Received From Commercial Sources Incident to Performance of Official Travel.

c. Paragraph C4504, TRAVEL OF WITNESSES.

d. Paragraph C4505, TRAVEL OF JURORS.

e. Chapter 4, Part H, INDEBTEDNESS AND COLLECTION.

f. Chapter 5, REIMBURSEMENT CLAIMS FOR TRAVEL AND TRANSPORTATION EXPENSES

g. Chapter 6, Part B, DEATH CASES, ALLOWABLE EXPENSES.

h. Chapter 6, Part C, TRANSPORTATION, MISSING PERSONS CASES.

i. Chapter 6, Part F, TRAVEL AT NO EXPENSE TO THE GOVERNMENT.

j. Chapter 7, TRAVEL AND TRANSPORTATION OF DEPENDENTS.

- k. Chapter 8, TRANSPORTATION OF HOUSEHOLD GOODS.
- l. Chapter 12, EVACUATION AND ADVERSE CONDITIONS TRAVEL.

SECTION 12, ENCLOSURES

- 12-1. Temporary Duty Travel Authorizations (MSC Form 4650-15)
- 12-2. Transfer Travel Authorizations (MSC Form 4650-14)
- 12-3. Attachment A to Employment or Renewal Employment Agreement.
- 12-4. Contents of the Statement of Living and Working Conditions.

**MILITARY SEALIFT COMMAND  
TEMPORARY DUTY TRAVEL AUTHORIZATION**

For use in authorizing temporary duty travel of MSC civilian marine personnel (civil service women) in accordance with CMPI 4650.

1. NAME (First, middle, last)	2. POSITION	3. PAYROLL NUMBER
4. HOME PORT COMMAND	5. ESTIMATED DAYS DUTY INCL TRAVEL TIME	6. DATE TRAVEL MUST BE ACCOMPLISHED (Optional)
7. PURPOSE OF THIS ORDER		

**B. ITINERARY**

DATE ON OR ABOUT	TO:	FROM:
------------------	-----	-------

9. MODE OF TRANSPORTATION (Under Commercial-Government enter "D" for transportation directed when available or "A" for transportation authorized.)

COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)		
RAIL	AIR	BUS	SHIP	AIR	VEH.	SHIP	PRIORITY CLASS	RATE PER MI	<input type="checkbox"/> MORE ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> COST INCLUDING PER DIEM MUST NOT EXCEED COST BY USUAL MEANS OF PUBLIC TRANSPORTATION

10. This travel is authorized in accordance with CMPI 4650 TRAVEL. Per diem will be paid for each day that subsistence and quarters are not available and as otherwise provided in CMPI 4650. Where the traveler chooses an indirect route or is responsible for any delay in travel, time will be chargeable to leave.

11. You are authorized:

- a. \$ \_\_\_\_\_ per diem when subsistence must be purchased.
- b. \$ \_\_\_\_\_ per diem when both subsistence and quarters must be purchased.

12. BAGGAGE AUTHORIZATION (Excess of amount allowed free by the carrier)

POUNDS VIA AIR	POUNDS VIA RAIL OR BUS
----------------	------------------------

13. OTHER (Use reverse if additional space is required.)

- a. Endorsements  ARE  ARE NOT required.
- b.

14. ACCOUNTING CLASSIFICATION DATA

APPROPRIATION SYMBOL & SUBHEAD	BUREAU CONTROL NO.	CHARGEABLE ACTIVITY	TYPE	15. ESTIMATED COST	
				PER DIEM	\$
				TRAVEL	\$
GENERAL LEDGER ACCOUNT NO.	SHIPS ACCOUNTING NO			TOTAL	\$

16. SIGNATURE & TITLE OF AUTHORIZING OFFICIAL      17. NAME OF COMMAND OR OFFICE      18. TRAVEL ORDER NO.      19. DATE TRAVEL AUTHORIZED



MILITARY SEALIFT COMMAND  
TRANSFER TRAVEL AUTHORIZATION

For use in Transfer Travel of MSC civilian service personnel (civil service tenure)  
(See reverse for instructions.)

1. NAME OF EMPLOYEE (First, middle, last)	2. PAYROLL NUMBER
3. POSITION TITLE, SALARY AND DUTY STATION	
A. FROM WHICH TRANSFERRED	B. TO WHICH TRANSFERRED
4. TRANSPORTATION REQUEST NO. (Complete routing and mode of transportation)	

5. ACCOUNTING CLASSIFICATION DATA				6. ESTIMATED COST	
APPROPRIATION SYMBOL & SUBHEAD	BUREAU CONTROL NO.	CHARGEABLE ACTIVITY	TYPE	EMPLOYEE TRAVEL	\$
GENERAL LEDGER ACCOUNT NO.	SHIPS ACCOUNTING NO.			PER DIEM	\$
				DEPENDENT TRANSPORTATION	\$
				TOTAL	\$

7. TRAVEL AUTHORIZED (Check mode or modes authorized)

<input type="checkbox"/> AIR	<input type="checkbox"/> RAIL	<input type="checkbox"/> SHIP	<input type="checkbox"/> BUS	<input type="checkbox"/> PRIVATELY OWNED CONVEYANCE AT \$ _____ RATE PER MILE (See para. 3 on reverse.)
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8. You are authorized transportation for \_\_\_\_\_ pounds of baggage, which includes \_\_\_\_\_ excess.  
9. You are authorized:  
 a. \$ \_\_\_\_\_ per diem when subsistence must be purchased.       b. \$ \_\_\_\_\_ per diem when both subsistence and quarters must be purchased.  
10.  Transportation for dependents and household effects is not authorized.  
11.  Transportation for dependents and household effects is authorized. (See para. 6 on reverse.)

FROM: _____	TO: _____		
NAMES OF DEPENDENTS	RELATIONSHIP	BIRTHDAYS OF CHILDREN	
_____ _____ _____			
SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL	NAME OF COMMAND OR OFFICE	TRAVEL ORDER NO.	DATE OF ISSUE
MSC FORM 4650/14 (REV. 10-78)		Previous editions of this form are obsolete.	

(Over)

INSTRUCTIONS TO TRAVELER

1. AUTHORITY. -- Under authority of the Secretary of the Navy as contained in CMPI 4650, you are authorized to travel from the activity shown in Item 3A to the activity shown in Item 3B on the front of this form.
2. DUTY STATUS. -- While enroute to your new duty station, you will be considered in a duty status and receive base pay. Any delay enroute for personal convenience will be charged to leave. Travel time for land travel is computed on the basis of time usually consumed by common carrier. If you are authorized to travel by privately-owned conveyance and such travel is less expensive to the Government than by common carrier, travel time will be computed on the basis of the actual number of days consumed in travel but not in excess of the number of days required when travel is at an average distance of 300 miles per day.
3. MODE OF TRANSPORTATION. -- Since this reassignment is in the interest of the Government, you are authorized transportation at Government expense in accordance with CMPI 4650 as indicated by the mode of transportation checked in Item 7. If you elect to travel by privately-owned conveyance to your new duty station, you are authorized such mode of transportation on a mileage basis. You will be reimbursed for your travel in an amount not to exceed the cost to the Government of transportation by common carrier or at the rate per mile shown in Item 7 on reverse, whichever is less.
4. TRANSPORTATION REQUESTS. -- You will be provided transportation requests, as appropriate, covering your transportation by common carrier.
5. PER DIEM. -- The per diem shown in Item 9 will be paid for each day that subsistence and/or quarters are not available and as otherwise provided in CMPI 4650. If you are delayed enroute through no fault of your own, the per diem rate applies to cover such delay. You will be required to show that the delay in travel was not for personal reasons and was caused by circumstances beyond your control. Written statements as to the cause and duration of the delay must be obtained from a Naval Transportation Officer or other reliable source at the time of layover. You will pay your own travel subsistence expenses while enroute and upon arrival at your new duty station file a claim with the Disbursing Officer of that station for reimbursement.
6. TRANSPORTATION OF DEPENDENTS AND HOUSEHOLD EFFECTS. -- If Item 11 is checked, you will be authorized transportation of dependents and household effects in accordance with Section 1 of Public Law 600, 79th Congress, approved 2 August 1946, as amended, and instructions in CMPI 4650.
7. OTHER. --
  - A. Endorsements are required as follows:

## ATTACHMENT A TO EMPLOYMENT OR RENEWAL EMPLOYMENT AGREEMENT

One copy of this supplementary statement is attached to each copy of the employment and renewal employment agreements prescribed in Vol. 2, JTR when these agreements are negotiated with civilian marine personnel of MSC. The employee and the appointing officer agree that this statement changes the terms of the agreement as follows:

1. All Civilian Marine Personnel Instructions (CMPI) apply to the appointment and service referred to in the agreement.
2. Transportation at Government expense of dependents and household goods of the employee is not authorized.
3. References to the 40-hour basic workweek are understood to mean the administrative workweek established for civilian marine personnel in the CMPI.
4. The only extra allowances authorized in connection with the employment are those provided in the CMPI.
5. If the employee is on voyage when the period of employment specified in the agreement is completed, he is required to complete the voyage. However, he may apply to the home port via the master for relief from the voyage. Upon approval, and conditions permitting, the employee may be returned to the home port for separation with no loss of rights under the provisions of the agreement.

Employee's Certification

Witness my hand and seal this  
\_\_\_\_ day of \_\_\_\_ , 19 \_\_\_\_.  
At \_\_\_\_\_  
(Complete address of place  
where signed.)  
(L. S.) \_\_\_\_\_  
(Signature of employee)

Navy Certification

For the Secretary of the Navy  
\_\_\_\_\_  
(Signature of appointing officer)

Attachment A

## CONTENTS OF THE STATEMENT OF LIVING AND WORKING CONDITIONS.

Each overseas command which negotiates employment agreements with civilian marine personnel will prepare a Statement of Living and Working Conditions which lists as an enclosure "Your New Job With MSC" or equivalent information. The information provided below will be used as a guide in preparing such statements although all of the provisions may not be applicable to each overseas command.

a. Purpose.--Indicate that the Statement is for the information of marine employees and that it represents a reasonable description of the living and working conditions at the command at the time of employment. Provide that no guarantee is given against changes necessitated by circumstances over which the command has no control. Indicate that the recruit is obliged to read and sign the Statement before his appointment will be effected and that one copy will be filed in his personnel folder. Advise the recruit to ask the recruiting representative any questions that he may have which are not answered by the Statement. Indicate that the Statement is not part of the Travel Authorization and Employment Agreement.

b. Location.--Describe the location of the command, and where necessary, the government to which the employee will be amenable. Indicate whether the employee will be under the jurisdiction of military law when ashore.

c. Duration of employment.--Specify the length of service under the Employment Agreement and indicate the right of the employee to continue in employment following completion of the specified period of service. Specify the employee's obligation to reimburse the Government if he does not complete the specified period of service under the conditions of the Employment Agreement.

d. Personal fund requirements.--State the minimum funds which the employee should have in his possession during travel and at the time of arrival in the employing command.

e. Dependent travel to command.--Indicate whether or under what conditions transportation of the employee's dependents and household effects may be made to the command.

f. Working conditions.

(1) Hours of work.--Specify hours of work ashore and afloat.

(2) Overtime.--Indicate the average percentage of overtime paid to employees of the command. State that the overtime percentage for the employee may be higher or lower than the figure given, depending on the position held.

(3) Pay periods.--Specify the frequency of pay periods and any condition which serve to delay receipt of pay.

(4) Applicability and frequency of bonuses.--Specify the bonuses available in the area in which ships of the command sail and indicate the frequency of such bonus payments.

(5) Insurance.--Specify the insurance coverage granted to employees.

(6) Tax deductions.--Indicate what tax deductions are made from the employee's pay. Describe any special taxes imposed on employees of the command by the government of the area in which the command is located.

(7) Retirement and Social Security benefits.--Briefly outline the benefits and indicate the deductions that are made therefor.

- (8) Injury and death benefits.--Describe briefly the benefits under the Employees' Compensation Act.
- (9) Promotions.--Indicate the basis on which promotions are made and specify the necessity for an appropriate license or endorsement as well as any special conditions under which such license or endorsement must be obtained.
- (10) Leave benefits.--Outline briefly the leave benefits available to marine personnel.
- (11) Types of ships.--Describe the types of ships operated by the command and specify that assignments between the ships depend on the needs of the service and are effected at the discretion of the command. Indicate that such assignments may involve pay changes according to the class of the ship. State that assignments involving change to a lower pay scale are held to a minimum. Specify that no commitment can be made regarding service on board a specific ship or class of ships until the appointee has arrived at his/her duty station.
- (12) Voyages.--Describe the area in which voyages most frequently occur and the average length of such voyages. State that voyages of much greater length and to other parts of the world may occasionally be necessary. Indicate the average length of in-port time, both in the home port and in outports.
- (13) Receiving branch.--Specify that the employee may be assigned to a duty or training status in the Receiving Branch ashore on full pay or may be required to take leave between voyages of the ship to which he/she is assigned.
- (14) Employment of native personnel.--Briefly state the policy of the Department of Defense regarding employment of native personnel. Indicate that U.S. citizens do not have the right to displace "indirect hire" native employees in reductions in force. Specify the extent to which the employee may expect to work with and under the supervision of native personnel.
- g. Living conditions.
- (1) Accommodations afloat.--Indicate the nature of crew quarters and quality of subsistence afloat. Specify cramped quarters when such conditions exist. Describe the storage space for employees' possessions.
- (2) Accommodations ashore.--State whether or not personnel are subsisted and quartered ashore in Government accommodations and/or at Government expense when in the Receiving Branch in a duty status. Indicate the nature and cost of private accommodations ashore.
- (3) Cost of living.--Where necessary, compare the cost of living ashore in the area of the command with the average cost of living in the United States.
- (4) Local currency.--If U.S. currency is not negotiable in the area of the command, specify the conditions for use of local currency.
- (5) Climate.--Specify the climate in the usual voyage areas and any unusual climatic conditions which may be encountered. Indicate the climate ashore.

- (6) Clothing and uniforms.--Specify the minimum uniform requirements. Indicate special types of clothing necessary due to the location of the command and whether available in the area. List normal shipboard requirements of clothing and special equipment. Specify the type of clothing and gear which the appointee must purchase from his own funds.
- (7) Recreation.--Describe recreation facilities available both ashore and afloat.
- (8) Educational opportunities.--Specify educational opportunities available in the command which may lead to advancement in the merchant marine.
- (9) Medical and dental care.--Indicate the type of care and the facilities available to marine personnel.
- (10) Transportation facilities.--Where necessary, specify the types of transportation that are available in the area of command.
- (11) Banking facilities.--Describe the banking facilities in the area of the command. State that MSC has provided a system under which employees have the right and are encouraged to make allotments of pay to their dependents.
- (12) Personal services.--Indicate the existence of facilities such as laundries, tailors, shoe repair shops, etc., as well as restrictions or benefits in the area of the command with respect to purchase of articles of clothing and equipment for personal use.
- (13) Churches.--Describe the accessibility and denomination of churches in the area of the command as well as the availability of religious services aboard ship.
- (14) Mail.--Where necessary, indicate the cost of mailing from the area of the command and the frequency of deliveries to the command and to ships.
- (15) Credit facilities.--Outline credit facilities in the area of the command including any unusual restrictions on the extension of credit.
- (16) Immunization requirements.--Specify the shots which must be obtained by the recruit in connection with his employment.
  - h. Mission of command.--The final paragraph of the statement should contain a summary of the importance of the mission of the command and a statement of the quality of service expected of civilian marine employees of MSC.
  - i. Acknowledgment by recruit.--The Statement of living and Working Conditions will end with a statement of acknowledgment by the recruit that he has read the statement and the enclosures thereto, that he understands that the statement is not part of the Employment Agreement, and that any statement therein is subject to change without notice. Space will be provided for his signature, the signature of the recruiting representative, and the date.