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CIVILIAN MARINE PERSONNEL INSTRUCTION

COVER SHEET 291

CMPI 593

Subsistence and Quarters

NAVSO-P833-593-0291

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15 September 1992

Attached is a complete revision of CMPI 593. This revision replaces CMPI 593 in its entirety. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.


REASON FOR REVISION

CMPI 593 has been revised to ensure clarity and to reflect changes to the rates for cash payments in lieu of subsistence and quarters. Additionally, section 593.1-5e has been revised in light of a recent Internal Revenue Service decision on deduction of income taxes from cash payments in lieu of subsistence and quarters.

EFFECTIVE DATE

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

Authorized for MSC:

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

By direction of the Secretary of the Navy:

Approved:   
ROBERTA K. PETERS  
Director, OCPM

Distribution:  
MSC Special List #56M



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# CIVILIAN MARINE PERSONNEL INSTRUCTION

CMPI 593

COVER SHEET - 309

Subsistence and Quarters

Date: 31 January 95

Attached are revised pages 10 and 11 of CMPI 593, Section 4. This revision replaces old pages 10 and 11. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet filed as appropriate.

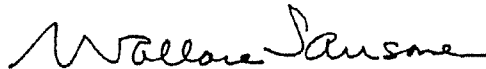
## Reason for Revision

CMPI 593-4 has been revised to reflect changes in the Joint Travel Regulations (JTR), Volume II. JTR no longer requires use of DD Form 1351-3 to support payments of Subsistence and Quarters in excess of the maximum rates published in the CMPI. This revision deletes the requirement for use of this form as well as outlining current procedures as directed by the JTR.

## Effective Date


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

Authorized for MSC:



for P. M. QUAST  
Vice Admiral, U.S. Navy  
Commander

Approved:



ROBERTA K. PETERS, DIRECTOR  
OCPM

JAN 13 1995

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# CIVILIAN MARINE PERSONNEL INSTRUCTION

CMPI 593

COVER SHEET - 315

**Subsistence and Quarters**

Date: 14 September 1995

Make *pen and ink change* to page 9 of CMPI 593 (Cover Sheet 309 dated 31 January 1995). Cover Sheet on this page should read 291 vice 309 and date should read 15 September 1992 vice 31 January 1995.

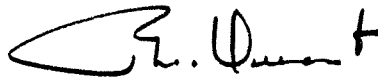
## Reason for Revision

When Cover Sheet 309 was issued, CMPI 593, page 9 was inadvertently labeled as being part of that cover sheet. This *pen and ink change* corrects that error.

## Effective Date

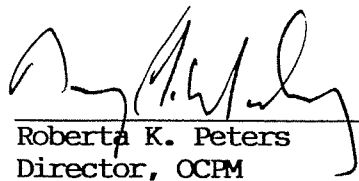
The above revision is effective upon receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

Authorized for MSC



P. M. QUAST  
Vice Admiral, U.S. Navy  
Commander

Approved

  
for: Roberta K. Peters  
Director, OCPM

AUG 28 1995

By direction of the Secretary of the Navy

Distribution:  
MSC Special List #56M

## INSTRUCTION 593

## SUBSISTENCE AND QUARTERS

- Section 1. General provisions
2. Authorization of subsistence and quarters
  3. Subsistence and quarters in kind
  4. Cash in lieu of subsistence and quarters

## SECTION 1. GENERAL PROVISIONS

	Paragraph No.
Scope and coverage .....	1-1
Authority .....	1-2
Definitions .....	1-3
General policy .....	1-4
General requirements .....	1-5

1-1. SCOPE AND COVERAGE. This instruction regulates subsistence and quarters provided to civil service marine personnel paid under the Atlantic and Pacific schedule of wages.

1-2. AUTHORITY. This instruction is based on the following authorities:

a. Section 5348 of Title 5, U.S. Code, which provides that compensation of officers and crews of vessels shall be fixed and adjusted from time to time, as nearly as is consistent with the public interest, in accordance with the prevailing rates and practices of the maritime industry.

b. Sections 3101 and 3102 of Title 26, U.S. Code, which provide for imposition and deduction of social security tax (FICA) from cash paid in lieu of subsistence and quarters to civil service mariner employees in the vicinity of the tax home. FICA tax is deducted from cash payments in lieu of subsistence and quarters for temporary civil service mariner employees in the vicinity of the tax home. The 1.45% MEDICARE tax which is a part of FICA is also deducted from cash payments in lieu of subsistence and quarters for permanent employees in the vicinity of the tax home.

c. Chapter 83, Title 5, U.S. Code (Retirement), which provides that retirement deductions shall only be taken from base pay. (Base pay does not include the value of subsistence and quarters).

1-3. DEFINITIONS. When used in conjunction with this instruction, the terms listed below are to carry the meanings

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indicated.

a. Subsistence in kind. Meals or other food furnished to civil service marine personnel under authority of this instruction.

b. Quarters. Housing with accompanying facilities such as heat, light, linens, etc., furnished under authority of this instruction.

1-4. GENERAL POLICY. Subsistence and quarters in kind or in cash will be provided to civil service marine personnel of MSC in accordance with the prevailing practice in the maritime industry, as nearly as is consistent with the public interest.

1-5. GENERAL REQUIREMENTS. Consistent with 1-4 above, subsistence and quarters in kind, or cash in lieu thereof, will be provided to civil service marine personnel in keeping with the requirements below:

a. Combinations of subsistence and quarters in kind or cash. When subsistence and quarters are authorized and circumstances require, either accommodation may be provided in cash while the other is furnished in kind.

b. Time coverage. Subsistence and quarters are provided seven days a week to employees entitled to the accommodations. Saturdays, Sundays, and holidays are treated in the same manner as workdays.

c. Social security deductions. Social security deductions, when otherwise authorized, are taken from cash payments in lieu of subsistence and quarters. The value of subsistence and quarters provided in kind is not subject to social security deductions.

d. Retirement deductions. Retirement deductions are not taken from the value of subsistence and quarters provided in kind or cash.

e. Income tax deductions.

(1) When a civil service mariner is in the vicinity (50 miles or less) of his/her tax home (ship to which the employee is assigned), and is not provided subsistence and quarters in kind, cash payments to the employee in lieu of subsistence and quarters are to be treated as taxable income. Accordingly, withholding for income tax and FICA must be taken.

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(2) When a civil service mariner is not in the vicinity of his/her tax home, cash payments in lieu of subsistence and quarters are not to be treated as taxable income.

f. Order of Preference. Subsistence and quarters in kind or in cash will be provided in the following order of preference:

(1) In kind, aboard a ship in Full Operational Status (FOS) (regardless of whether or not the employee concerned is assigned to that specific ship).

(2) In kind, ashore when (1) immediately above cannot be effected.

(3) In cash, when neither (1) or (2) immediately above can be effected.

g. Non-workdays within a period of leave. Non-workdays within a period of leave or absence without leave are considered the same as workdays for the purposes of subsistence and quarters.

h. Record keeping in connection with leave or travel status. For purposes of social security deductions, records will show subsistence and quarters in kind, or cash in lieu thereof, as being provided to employees until 2400 of the day the employee enters approved leave, unauthorized leave or travel status. The records will indicate that subsistence and quarters in kind, or cash in lieu thereof, as being resumed at 0001 of the day the employee returns to duty status.

i. Provision of subsistence and quarters to employees of another Area Command. Subsistence and quarters in kind, or cash in lieu thereof, may be furnished by one Area Command to civil service marine employees of another Area Command. When this situation occurs, the cost will be charged back to the employing command on an Intra-MSC Voucher, MSC Form 4240/4.

j. Requests. Requests for subsistence and/or quarters in kind, or cash in lieu thereof, shall be submitted to the cognizant Area Commander (through the Civilian Personnel Officer) by the ship's Master or the Head, Receiving Branch, as appropriate.

k. Certification. Written certification shall be provided by the cognizant Area Commander (through the Civilian Personnel Officer) who authorizes subsistence and/or quarters in kind, or cash in lieu thereof.

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## SECTION 2. AUTHORIZATION OF SUBSISTENCE AND QUARTERS

	Paragraph No.
When subsistence and quarters is authorized .....	2-1
Special cases .....	2-2

2-1. WHEN SUBSISTENCE AND QUARTERS IS AUTHORIZED. Provision of subsistence and quarters, in kind or in cash, will be controlled by the regulations below:

a. Employees on ships' manning scales. Employees assigned to FOS ships' manning scales or to Reduced Operational Status (ROS) ships' manning scales away from home port will be provided subsistence and quarters for the duration of such assignment. This includes periods of sick leave while on voyage and periods of involuntary non-duty status through no fault of the employee while away from the home port. Exception: Subsistence and quarters will not be provided to employees who are:

(1) Voluntarily absent from the ship on approved leave or absent without leave (Exception: See c below).

(2) Suspended from duty for disciplinary reasons (Exception: Employees assigned to ships based in foreign ports).

(3) On sick leave or other leave due to illness in the home port if away from the ship (Exception: Employees assigned to FOS ships based in foreign ports in which cash in lieu of subsistence and quarters is being provided).

(4) Receiving benefits under the Federal Employees' Compensation Act, as amended.

(5) Assigned to ROS ships in the homeport.

b. Employees in the Receiving Branch. Employees detailed from the Receiving Branch to work aboard an FOS ship, located outside of the commuting area of the home port command, will be provided subsistence and quarters for the period embraced by their detail. Employees detailed to work which embraces meal hours aboard an FOS ship in the home port area will be provided any meal (but not cash in lieu thereof) embraced by the work periods. Employees assigned to the receiving branch in the home port, (excluding those who maintain a residence in the local commuting area), for the purpose of processing for and awaiting ship assignment, undergoing annual physical examinations, and local training (i.e. Fire Fighting, Damage Control, NAVOSH) shall receive subsistence and quarters in accordance with 4-2.c below.

c. Repatriatees. See CMPI 4651 and related COMSC instructions.

d. Relief Officers. Provision of subsistence and quarters to Relief Officers (Deck or Engine) will be limited to the following:

(1) When actually employed, Relief Officers will be provided locker and clean-up facilities.

(2) A hot midnight meal will be furnished Relief Officers standing a full night watch on FOS ships in excess of eight hours, and a noon meal will be furnished for watches stood on Saturdays, Sundays, and holidays. \$3.75 will be paid for each meal not furnished.

(3) Relief Officers are entitled to any hot meal which their watch embraces but no cash in lieu of these meals is authorized except as provided in (2) above.

e. Employees in Travel Status. Provision of subsistence and quarters or cash per diem in lieu thereof for employees in official travel status is covered by the provisions of CMPI 4650. In no case will employees be concurrently provided with cash per diem in lieu of subsistence (CMPI 4650) and subsistence and quarters in kind or in cash except as specifically authorized in CMPI 4650.

2-2. SPECIAL CASES. In special cases in which it appears necessary or desirable to furnish subsistence and quarters in kind, or cash in lieu thereof, to civil service marine employees not specifically authorized to receive such accommodations by this instruction, requests for special consideration supported by full justification shall be submitted to COMSC for approval before any action to provide such accommodations is taken by the Area Commands.



## SECTION 3. SUBSISTENCE AND QUARTERS IN KIND

	Paragraph No.
Units in which subsistence and quarters are furnished...	3-1
Nature of subsistence and quarters in kind.....	3-2

3-1. UNITS IN WHICH SUBSISTENCE AND QUARTERS ARE FURNISHED. In cases requiring certification of subsistence and quarters provided in kind in accordance with 1-5.k above, quarters in kind shall be authorized in units of whole days beginning at 0001 of the first day on which quarters are provided, and ending at 2400 of the last day they are furnished. Subsistence in kind shall be authorized in units of meals, 3 meals equaling 1 day (e.g., 5 days and 2 meals, 1 day and 1 meal, etc.).

3-2. NATURE OF SUBSISTENCE AND QUARTERS IN KIND. Subsistence and quarters in kind shall be provided in accordance with standards established in the maritime industry and in accordance with the rank of the civil service marine employees concerned, insofar as is practicable, aboard ship or ashore.

a. Subsistence. Subsistence in kind aboard ship shall include 3 full nutritious meals per 24-hour period, in accordance with established maritime practice. Meals shall be the same in quality and quantity for officers, chief petty officers, and men. When civil service marine employees aboard ship have the use of as many as three (3) separate subsistence accommodations, officers, chief petty officers and men, respectively, shall be subsisted in separate accommodations insofar as is practicable, designated as "Officer's Mess," "Chief Petty Officer's Mess," "Crew Mess," respectively. When only two (2) separate subsistence accommodations are available aboard ship, officers shall be subsisted in separate facilities from chief petty officers and men insofar as is practicable, the former in one mess designated as "Officer's Mess," the latter in another designated as "Crew Mess." Ashore, comparable subsistence accommodations shall be furnished insofar as is practicable.

b. Quarters

(1) Quarters in kind shall include sleeping, sanitary, and leisure accommodations (if available), and accompanying utilities and services such as heat, light, hot and cold water, linen, etc., seven days per week. In addition, the following items will be provided upon request: 1 cake of toilet soap twice weekly, 1 box of matches per day, and laundry detergents in laundry areas. Officers shall be quartered in private quarters insofar as is practicable.

(2) If additional private quarters are available aboard

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ship, chief petty officers and men may be quartered therein; however, chief petty officers and men shall have no claim to such quarters if the Master determines they are not available. Ashore, comparable quarters shall be provided insofar as is practicable. Private quarters ashore shall be furnished chief petty officers and men only insofar as no extra expense over the price of sharing a double room is involved.

(3) Clean linen shall be provided aboard ship once a week, and in non-air-conditioned ships in the tropics, twice a week. For each full week (or half week as appropriate) that clean linen is not furnished, additional compensation shall be provided as follows:

<u>Applicable</u> <u>Schedule of Wages</u>	<u>Category of Employees</u>	<u>Amount Paid</u>
Atlantic & Pacific	Deck, Engine, Radio and Staff Officers	2 hours premium pay
Atlantic	Steward Department officers and all other non-officers	2 hours penalty pay
Pacific	Steward Department officers and all non-officers	\$5.00 per week including non- air-conditioned ship

c. Related privileges. Authorization of subsistence and quarters in kind carries with it the authorization to utilize certain related facilities, if available, such as ship's exchange locations, ship's barbershops, ship's laundries, etc., with requisite charges for the services rendered or goods provided.

d. Special cases. No accommodations or services over and above those specified in 3-2.a, b, and c immediately above shall be provided civil service marine employees except in individual cases which are fully justified in the opinion of the Area Commander ashore or the Master aboard ship. Examples of those special accommodations or services are:

(1) Temporary special diets upon doctor's orders when sick bay care is not required.

(2) Room service for temporary incapacitation not requiring hospitalization.

## SECTION 4. CASH IN LIEU OF SUBSISTENCE AND QUARTERS

	Paragraph No.
General statement .....	4-1
Rates of cash in lieu of subsistence and quarters .....	4-2

4-1. GENERAL STATEMENT

a. Applicability of cash in lieu of subsistence and quarters. Cash in lieu of subsistence and/or quarters substitutes entirely and solely for the absence of subsistence and/or quarters normally provided to civil service marine personnel. Civil service marine employees receiving cash in lieu of subsistence alone or quarters alone are entitled to privileges and services, which, in the opinion of the Area Commander ashore or Master aboard ship, are related to the accommodation being provided in kind. When other comparable quarters have not been provided in kind, the quarters allowance shall be paid to affected crew members under the following specific conditions:

(1) When the ship is in Port

- (a) When heat is not furnished in cold weather.
- (b) When hot water is not available in crew's washrooms for a period of twelve or more consecutive hours.
- (c) When crew's quarters have been painted and paint is not absolutely dry and other suitable quarters are not furnished aboard.
- (d) At all times when the ship is in dry dock overnight unless lodging with all facilities including heat, light, hot and cold running water and sanitary facilities are provided aboard the ship. Overnight shall mean after 1900 and before 0800.
- (e) When the ship is being fumigated and is not cleared by 2100. Personnel on watch between midnight and 0800 on the day of fumigation shall be entitled to quarters allowance in any event.
- (f) When repair work such as chipping, welding, riveting, hammering and/or pounding, or other noises of a similar nature are being performed in or around crew's quarters for more than three hours between 1900 and 0800. This applies only if the affected crew members have notified the Master or Officer-in-Charge that such conditions exist and other suitable quarters away from the noise are not provided aboard and if personnel actually go ashore to sleep. This also applies to

personnel on watch between midnight and 0800 when such repair work is between 0800 and 1700.

(g) When linen is not issued upon request by the employee prior to 1800 on the day he joins the ship.

(h) Personnel who go ashore in an off-duty status not necessitated by the conditions in (a) through (f) above are not entitled to such cash allowances otherwise payable.

(2) When the ship is at sea

(a) When repair work as described in subparagraph 4-1.a.(1)(f) above is performed, the following shall apply: Except for forward of 100 feet, and aft of 100 feet of the ship's house, work causing noise such as chipping, scaling, sandblasting, welding and riveting, shall not commence until 1100. If such work is performed before 1100, quarters allowance in the amount of \$6.50 shall be paid to those men who stood watches between midnight and 0800 and who present claims in accordance with 4-1.a.(2)(b) below. This rule shall not apply during an emergency or during the routine overhauling or maintenance of ship's cargo gear of less than three hours duration.

(b) When personnel assigned to ATFs are specifically required to remain aboard a ship or other craft involved in a casualty without adequate quarters or hot food during off duty hours, cash in lieu of subsistence and quarters, in the amounts set forth below, is payable as appropriate.

b. Reporting claim for quarters allowance. In the event a crew member feels he or his department is entitled to quarters allowance under the provisions of 4-1.a above, he shall report such claim promptly in writing to his department head. The claim shall be prepared in duplicate and one copy signed and dated by the department head and returned to the crew member at the time the claim is filed. Failure to provide such notice voids the claim. Filing of the claim does not attest to the validity of the claim but merely establishes that a claim has been filed.

c. Computation. Cash in lieu of quarters shall be computed in units of whole days beginning at 0000 of the first day on which cash in lieu of quarters is paid, and ending at 2400 of the last day paid. Cash in lieu of subsistence shall be computed in units of meals at the rate per meal specified in 4-2.b below, i.e., three meals (breakfast, lunch, dinner) equaling one day.

4-2. RATES OF CASH IN LIEU OF SUBSISTENCE AND QUARTERS

a. General statement. In accordance with prevailing maritime practice, specific rates of cash in lieu of subsistence and quarters in kind have been established for payment to civil service marine employees when authorized subsistence and/or quarters are not furnished for any reason. These rates are worldwide in application and are not related to cash per diem paid while in travel status as covered in CMPI 4650.

b. Table of rates. The following table indicates the daily cash rates in lieu of subsistence and quarters in kind payable to all civil service marine personnel:

<u>Subsistence</u>	<u>Amount (per day)</u>
Breakfast	\$ 6.00
Lunch	\$ 12.00
Dinner	<u>\$ 20.00</u>
Total	\$ 38.00
 <u>Quarters</u>	 <u>\$ 40.00</u>

Total cash in lieu of subsistence and  
quarters per day. \$ 78.00

c. Exception to the maximum rates for cash in lieu of subsistence and quarters. The daily cash rate paid in lieu of subsistence and/or quarters may be adjusted to meet reasonable expenses incurred by civil service marine employees assigned to MSC ships in ports designated as high cost of living areas. Payments in excess of the maximum rates provided by CMPI 593.4-2.b for cash in lieu of subsistence and/or quarters will be made under the following conditions:

(1) The Master will request the use of government quarters and messing facilities if available in the port area.

(2) Any payments in excess of the maximum rates provided by CMPI 593.4-2.b must be supported by \*documentation\* as required by the Joint Travel Regulations (JTR), Volume II for civil service employees. \*If payment is made based on the JTR per diem rates, the daily allowance for Meals and Incidental Expenses will be paid without receipts. If lodging is to be reimbursed, it will be paid based on lodging receipts up to the limit of the lodging portion of the JTR per diem rate. Any additional claimed amounts must be supported with receipts per the JTR.\*

(3) Advance approval as well as the appropriate per diem allowance locality rate must be obtained from the area command (COMSCLANT or COMSCPAC) prior to effecting payment.

(4) Payments will not exceed the travel per diem allowance published in the Joint Travel Regulations, Volume II, for the particular locality.

(5) If only cash in lieu of subsistence is to be paid, or if only cash in lieu of quarters is to be paid, the per diem locality rate will be divided in accordance with the meals and lodging formula specified in the Joint Travel Regulations, Volume II; i.e. locality rate of \$112 per day; \$34 is applied to subsistence and \$78 is applied to quarters.