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| CMPI 512 - COVER SHEET 267 |
| POSITIONS                  |
| NAVS0-P-833-512-0267       |
| Stock No. 0511-LP-206-3900 |
| 10 September 1990          |

Attached is a revision of CMPI 512, Positions, which replaces the present instruction in its entirety. The "Record of Cover Sheets Received" should be initialed and this cover sheet should be filed.

REASON FOR REVISION

The revision is issued to update and clarify MSC policy relating to positions. It reflects the recently approved consolidation of the Purser, Supply, and Steward functions and related position titles. Additionally, the Nurse position title has been changed to Medical Services Officer.

EFFECTIVE DATE

The above revision is effective upon date of receipt.

Authorized for MSC:

*W. T. Sansome*  
W. T. SANSOME  
Deputy Commander

By direction of the Secretary of the Navy:

AUG 09 1990

Approved:

*Roberta K. Peters*  
ROBERTA K. PETERS  
Director, OCPM

Distribution:

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| CMPI 512 - COVER SHEET 279 |
| POSITIONS                  |
| NAVSO-P-833-512-0279       |
| Stock No. 0511-LP-206-3901 |
| 2 December 1991            |

Attached is a new page 7 of CMPI 512, Positions. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

#### REASON FOR REVISION

CMPI 512.3-5 is revised to include a Purser Department with the position titles Purser and Junior Purser. Since the disbursing function will revert to the Purser, the position title of Disbursing Officer has been deleted from the Supply Department.

#### EFFECTIVE DATE

The above revision is effective upon date of receipt.

Authorized for MSC:

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

By direction of the Secretary of the Navy:

Approved:

OCT 29 1991

*Reginald M. Feltner*  
*ROBERTA K. PETERS*  
Director

Distribution:  
Mailing List #56M



0511-LP-206-3901

CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 512

INSTRUCTION 512

POSITIONS

- Section 1. General provisions
- 2. Definitions
- 3. Authorized marine positions
- 4. Manning scales
- 5. Marine positions in Receiving Branch ashore

SECTION 1, GENERAL PROVISIONS

|                            | Paragraph No. |
|----------------------------|---------------|
| Scope and application..... | 1-1           |
| Policy.....                | 1-2           |

1-1. SCOPE AND APPLICATION.

a. Legal basis. Section 5102(c)(8), Title 5, U.S. Code exempts "officers and members of crews of vessels" from coverage under Chapter 51 (Classification) of Title 5, U.S. Code. Section 5348, Title 5, U.S. Code provides that "...the pay of officers and members of crews of vessels excepted from Chapter 51 of this title by Section 5102(c)(8) of this title 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."

b. Scope and exceptions. This Civilian Marine Personnel Instruction is concerned with the establishment and utilization of civil service mariner positions. It applies to all positions aboard MSC ships and to positions in the Receiving Branch with the following exceptions:

- (1) Positions aboard chartered or contract operated ships;
- (2) Positions of extra personnel engaged by shippers utilizing MSC ships;
- (3) Positions of local national seamen compensated by the local government;
- (4) Positions compensated from non-appropriated funds;
- (5) Positions filled by military personnel;
- (6) Positions of local seamen compensated by MSC (see CMPI 531.6-1).

c. Questions of applicability. Questions raised by members of management concerning the interpretation of this Instruction in any specific case which cannot be resolved by the Area Commander are to be referred to COMSC.

C.S. 267  
10 September 1990

d. Related subjects. The subjects of Wages, Allotments, Subsistence and Quarters, and Hours of Work and Premium Pay are covered by separate CMPI's Instructions concerning non-appropriated fund pay earned for work in MSC Exchange locations and for positions assigned to MSC Exchanges are issued by COMSC and the Navy Resale and Services Support Office.

1-2. POLICY. Certain traditionally defined positions are recognized throughout the maritime industry as necessary for the safe and efficient operation of ships. As nearly as is consistent with the public interest, the Department of the Navy establishes and uses positions similar to those in the maritime industry so that appropriate pay practices can be applied to MSC mariner positions. However, when an-MSC position differs from those in the industry, wage alignment and comparison of responsibilities with existing shipboard ratings become the criteria used to establish the correct pay and work rules for the new position.

## SECTION 2, DEFINITIONS

Definitions..... Paragraph No.  
..... 2-1

2-1. DEFINITIONS. When used in connection with this Instruction, the terms listed below are to carry the meanings indicated.

a. Classification of Ratings.

(1) Licensed Officers. Marine employees eligible for assignment to positions requiring incumbents to possess licenses issued by the U.S. Coast Guard certifying them as individuals qualified to serve as Deck, Engine or Radio Officers aboard merchant vessels of the United States.

(2) Staff Officers. Officers of the Medical and Supply departments.

(3) Chief Petty Officers. Unlicensed marine employees designated by COMSC who exercise supervisory responsibilities, possess unusual skills or occupy particularly responsible positions.

(4) Other Ratings. All marine employees not covered by categories described above.

b. Department. A subdivision of shipboard organization which is assigned functions and positions normally associated with that subdivision in prevailing maritime practice, and as established to meet MSC requirements.

c. Incumbent. A marine employee officially assigned to a marine position by competent authority through an officially executed appointment paper.

d. Manning Scale. A document specifying the positions, ranks and

pay rates authorized for and assigned to a specific ship.

(1) Implementation date. The date on which the first official personnel action is taken to establish or adjust the crew of a specific ship in accordance with manning scale authorizations from COMSC.

e. Position. A defined aggregation of related duties and responsibilities assigned by competent authority requiring current employment of one person. Positions may be occupied or vacant, temporary or permanent, part-time or full time, so long as they meet stated criteria. Categories of positions are as follows:

(1) Interim. A temporary position which is identical to an existing position that has been established to provide a replacement for the incumbent of the existing position, or to perform the duties and responsibilities of an existing position when the incumbent is temporarily absent.

(2) Temporary. A position authorized to meet other than normal workloads, conditions and requirements for specific period of time. The maximum duration of such assignments is 120 days. For further details see CMPI 512.4-4.

(3) Permanent. A position authorized on a manning scale by COMSC as distinct from interim and temporary positions.

f. Prevailing Maritime Practice. The established policies, methods and procedures of the maritime industry pertaining to utilization of positions and compensation for marine personnel.

g. Ship Status Designations.

(1) Full Operational Status (FOS). A ship in FOS is one that is fully active, has the normal crew complement attached, is fully stored and provisioned, and is in fact performing its assigned mission. A ship is still considered to be in FOS when it cannot get underway immediately for reasons such as weather delay, tide, customs clearance, temporary nonavailability of one or more key crewmembers, or is undergoing minor repairs of very limited duration.

(2) Reduced Operational Status (ROS).

(a) ROS Alpha. A ship in ROS Alpha is one that is active but is in a minor repair period or overhaul, inport for a period of time between missions with or without a full crew, or in a major repair/alteration period without a full crew. The condition of readiness in terms of calendar days required to attain FOS is designated by the numeral in parentheses following ROS, i.e., ROS A (8), ROS A (15), etc.

(b) ROS Bravo. A ship in ROS Bravo is a vessel that has been withdrawn from FOS because of decreased operational requirements, is undergoing activation or deactivation, or being held for contingencies or emergencies. Days to attain FOS will be designated.

(c) Inactive Status. An inactive ship is one that is berthed in a National Defense Reserve Fleet or inactive ship lay berth for an indefinite period. It is unmanned, partially or fully preserved and in a material condition that will permit activation to ROS or FOS in accordance with an assigned priority.

### SECTION 3, AUTHORIZED MARINE POSITIONS

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| Concept and criteria.....                                      | 3-1           |
| Occupational codes and position titles.....                    | 3-2           |
| Position rank.....   | 3-3           |
| Position analysis.....   | 3-4           |
| List of occupational codes and authorized position titles..... | 3-5           |

#### 3-1. CONCEPT AND CRITERIA

a. Marine Positions. In accordance with Section 5348, Title 5, U.S. Code, MSC positions are similar to those in the maritime industry. Consequently, MSC mariner positions meet, to extent practicable, the following standards:

(1) The position carries a title established in the maritime industry appropriate to that position.

(2) The position consists of duties and responsibilities established in the maritime industry appropriate to that position.

(3) The position is assigned a rank established in the maritime industry appropriate to that position.

(4) The position is assigned to a pay scale established in the maritime industry appropriate to that position.

b. New Marine Positions. In the event there is no position in the maritime industry that matches a unique MSC requirement, the criteria discussed in Section 3-4 above must be followed to establish a new position.

#### 3-2. OCCUPATIONAL CODES AND POSITION TITLES.

a. Occupational Codes. Codes established by the Office of Personnel Management for wage marine positions. These positions are excluded from the Federal Wage System.

b. Titles of Traditional Marine Positions. All MSC marine positions with titles similar to positions in the maritime industry perform the customary duties and responsibilities associated with those positions in the commercial maritime sector.

c. Titles of Positions Peculiar to MSC Ships. If a position established aboard an MSC ship is peculiar to MSC, a title representing the content of the position will be constructed and assigned to that position by the Secretary of the Navy upon COMSC recommendation.

d. Use of Titles. Authorized position titles are to be used in all official correspondence and documents.

3-3. POSITION RANK. All positions aboard MSC ships are assigned to one of three broad categories of rank, Officers, Chief Petty Officers and Other Ratings. The rank of a position is used administratively to determine such matters as assignment to the appropriate type of quarters and messing facilities. When new positions are authorized, the appropriate rank to be assigned is indicated in the letter of authorization forwarded to the Area Command.

3-4. POSITION ANALYSIS.

a. Periodic Surveys. Period job-analysis surveys of MSC marine positions and those in private industry are to be undertaken by COMSC and the Area Commands to determine whether position titles, content, rank and shipboard departments are consistent with prevailing maritime practice. Area Commands will receive specific instructions from COMSC prior to these surveys.

b. New Duties and Responsibilities Resulting in New Titles. New duties and responsibilities arising in connection with the operation of MSC ships are to be assigned to authorized position titles or to new titles on the basis of an analysis of the new duties and responsibilities. The cognizant Area Command will determine initially whether the new duties and responsibilities can be incorporated into an already authorized position title without altering the basis for the title. If it is determined that they cannot be added to an existing position, the desirability of establishing a new position title is to be investigated. The Area Command will develop and submit recommendations regarding position changes to COMSC. COMSC will review such recommendations and determine the necessity for their implementation. If COMSC endorses the new position title, the recommendation will be submitted to the Secretary of the Navy for final determination.

3-5. LIST OF OCCUPATIONAL CODES AND AUTHORIZED POSITION TITLES. The following titles are authorized aboard MSC crewed ships and in the Receiving Branch ashore. (Note: Designations pertaining to type of vessel and other specifics of the ratings will be indicated on a ship's manning scale but are not listed here.)

a. Deck Department.

Occupational Code      Title

(1) Officers.

|      |                                  |
|------|----------------------------------|
| 9902 | Master                           |
| 9905 | 1st Officer                      |
| 9903 | Chief Officer (Cable)            |
| 9906 | 2nd Officer                      |
| 9907 | 3rd Officer                      |
| N/A  | Chief Radio Officer              |
| 9909 | Radio Officer                    |
| 9910 | 1st Assistant Radio Officer      |
| 9911 | Radio Electronics Officer        |
| 9913 | Relief Deck Officer              |
| 9914 | Damage Control Officer           |
| 9915 | Assistant Damage Control Officer |
| 9918 | Damage Control Leader            |
| 9919 | Damage Control Assistant Leader  |
| 9929 | Damage Controlman                |
| 9917 | Deck Midshipman                  |

(2) Chief Petty Officers.

|      |           |
|------|-----------|
| 9920 | Boatswain |
| 9921 | Carpenter |

(3) Other Ratings.

|      |                                 |
|------|---------------------------------|
| 9923 | Boatswain's Mate                |
| 9924 | Able Seaman                     |
| 9925 | Able Seaman (Maintenance)/Cable |
| 9928 | Ordinary Seaman                 |

b. Engine Department.(1) Officers.

|      |                        |
|------|------------------------|
| 9931 | Chief Engineer         |
| 9932 | 1st Assistant Engineer |
| 9933 | 2nd Assistant Engineer |
| 9934 | 3rd Assistant Engineer |
| 9935 | Relief Engineer        |
| 9936 | Engine Midshipman      |

| Occupational Code | Title |
|-------------------|-------|
|-------------------|-------|

(2) Chief Petty Officers

|      |                            |
|------|----------------------------|
| 9951 | Deck Engineer              |
| 9939 | Chief Electrician          |
| 9940 | Electrician                |
| 9945 | Refrigeration Engineer     |
| 9956 | Engine Man                 |
| 9959 | Machinist                  |
| 9948 | Plumber                    |
| 9950 | Plumber-Machinist          |
| 9952 | Deck Engineer-Machinist    |
| 9953 | Deck Engineer-Mechanic     |
| 9954 | Unlicensed Junior Engineer |
| 9955 | Pumpman                    |
| 9944 | Electronics Technician     |

(3) Other Ratings

|      |                            |
|------|----------------------------|
| N/A  | 1st Electrician            |
| 9942 | 2nd Electrician            |
| 9943 | 3rd Electrician            |
| 9941 | Electrician-Maintenance    |
| 9949 | Assistant Plumber          |
| 9946 | 2nd Refrigeration Engineer |
| 9947 | 3rd Refrigeration Engineer |
| 9957 | Engine Utilityman          |
| 9958 | Evaporator-Utilityman      |
| 9960 | Oiler                      |
| 9961 | Oiler (Diesel)             |
| 9962 | Refrigeration Oiler        |
| 9963 | Fireman                    |
| 9964 | Fireman-Watertender        |
| 9965 | Wiper                      |

\*c. Purser Department

(1) Officers

|      |               |
|------|---------------|
| 9988 | Purser        |
| 9989 | Junior Purser |

d.\* Supply Department

(1) Officers

|      |                       |
|------|-----------------------|
| 9991 | Supply Officer        |
| 9993 | Junior Supply Officer |
| **   |                       |
| 9968 | Chief Steward         |

(2) Chief Petty Officers.

|      |                    |
|------|--------------------|
| 9969 | 3rd Steward        |
| 9998 | Yeoman-Storekeeper |
| 9972 | Steward Cook       |
| 9979 | Steward Baker      |
| 9971 | Chief Cook         |

(3) Other Ratings.

|      |                       |
|------|-----------------------|
| 9994 | Assistant Storekeeper |
| 9973 | 2nd Cook              |
| 9974 | 3rd Cook              |
| 9976 | Cook and Baker        |
| 9978 | Night Cook and Baker  |
| 9977 | 2nd Cook-Baker        |
| 9975 | Assistant Cook        |
| 9981 | Galleyman             |
| 9984 | Messman               |
| 9985 | Utilityman            |
| 9980 | 3rd Pantryman         |
| 9982 | Laundryman            |

e. Medical Department.(1) Officers.

|      |   |
|------|---|
| 9996 | Medical Service Officer<br>(Levels I through III) |
|------|---|

## SECTION 4, MANNING SCALES

## Paragraph No.

|  |     |
|--|-----|
| Purpose.....                           | 4-1 |
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4-1. PURPOSE. In accordance with prevailing maritime practice, manning scales serve as the official medium through which positions are authorized for use aboard MSC ships. The manning scale indicates the authorized allowance of positions aboard a specific ship. No position aboard a ship

may be filled, nor may MSC funds be disbursed as pay, unless the position is authorized on the manning scale. The official signing the personnel action to place a marine employee aboard ship is responsible for insuring that the position is authorized on the manning scale, and is held responsible to the disbursing authority.

4-2. ESTABLISHING BASIC MANNING SCALES. Basic manning scales are established by COMSC. New manning scales are required for ships assigned to MSC for operation with a civil service crew whether they are new construction, transfers from another command, agency, or acquired from the maritime industry, or reconfigured from military or reserve fleet vessels. Recommendations of Area Commands will be considered by COMSC in establishing new manning scales. Manning scales are not to be changed without prior approval by COMSC except as noted in 4-4 below.

4-3. CONTENT AND FORMAT. All marine positions authorized for use aboard ship and data directly concerning them are to appear on the manning scale for that ship. Copies of manning scales furnished to ships will be in the format provided by COMSC.

4-4. MANNING SCALE CHANGES.

a. Addition and deletion of permanent positions. New positions are not to be permanently added to basic manning scales nor are authorized positions appearing on manning scales to be changed or deleted without prior approval from COMSC. Area Commands may submit recommendations for additions, changes, or deletions of permanent positions authorized on manning scales to COMSC for review and decision. Such requests must include supporting data which justifies the changes in terms of safe and economical operation of the ship. An Area Command originating a recommendation for a permanent change to a basic manning scale shall also forward a copy of their recommendation to the other Area Command if it has administrative control over ships of the same type. An authorized position may be left vacant for a particular voyage without prior COMSC approval. Area Commanders are responsible for maintaining an active and ongoing review of manning scales of ships under their control for the purpose of assuring the need for each individual position. When an authorized position becomes redundant through a change in a ship's mission requirements or installation of labor saving technology such as conversion of propulsion plant to unattended operation, the Area Commander shall submit a request to delete the position.

b. Addition of temporary positions.

(1) Justification. Temporary positions are appropriate for special projects and to handle surges in workload that will not continue. For example, it is appropriate to assign a temporary Medical Services Officer to a ship which will not carry a Medical Service Officer in order to set up

medical spaces and stow medical material while a ship is fitting out. It is also appropriate to temporarily assign additional steward personnel to a ship when size of Sponsor complement is increased.

(2) Non-officer positions. Area Commanders are authorized to assign essential non-officer personnel to ship's manning scales on a temporary basis. Such positions will be clearly indicated as a temporary amendment to the authorized manning scale. Temporary non-officer positions may be established for an initial period not-to-exceed 120 days. Area Commanders may authorize one extension of not more than 120 days, for a total of 240 days. If any such position is required beyond 240 days, a written request which provides justification for continuing the position must be submitted to COMSC. Such requests must be forwarded sufficiently in advance of the 240th day for a decision to be rendered prior to expiration of that period. COMSC must be notified whenever an Area Commander approves a temporary non-officer position. The notification must include the ship, billet, effective date and the time period authorized, and need for the position.

(3) Officer positions. Area Commanders are not authorized to add temporary officer positions to manning scales without prior COMSC approval unless an emergency situation exists. Requests to add temporary officer positions must include complete justification and length of time that the position is required. Normally, temporary officer positions will not be approved for more than 120 days. In emergencies, Area Commanders may authorize temporary officer positions on a not-to-exceed 30 days basis. An explanation for use of emergency authority and reason why prior approval was not feasible must be forwarded to COMSC within two working days.

(4) Recurring temporary positions. When warranted, COMSC may issue a manning scale that includes recurring temporary positions. For example, a ship with a small complement of crew and sponsor personnel may not need a Disbursing Officer when operating in CONUS waters. A Disbursing Officer may be required for extended foreign voyages. In this situation, the remarks section of the manning scale will indicate that a temporary Disbursing Officer is authorized whenever the ship is on an extended foreign voyage.

c. Interim positions.

(1) At sea. Interim positions may be authorized at sea for either officer or non-officer civilian marine personnel for temporary periods under special circumstances. Such positions may be established at the discretion of the Master to provide replacement for a crewmember who is temporarily incapacitated, when the incapacitation degrades the safe and efficient operation of the ship. An interim position carries the basic pay rate of the position it replaces since they are identical.

(2) In port. Interim positions may also be authorized in port, under circumstances similar to those described in CMPI 512.4-4c(1) above. For example, it would be appropriate to use an interim position to provide a replacement for an individual who works part of a sailing day but resigns prior to departure of the ship.

4-5. REDUCED MANNING SCALES.

a. Policy. When a ship is placed in ROS, the Area Commander is responsible for establishing a reduced manning scale that temporarily replaces the permanent manning scale. The size of the reduced crew should be kept to the minimum level necessary to accomplish required tasks. Factors to be considered in determining crew size include type and amount of work to be done by ship's force, crew repatriation costs, S&Q costs, crew rotation plans, shipyard requirements, fleet manpower requirements and state of readiness to be maintained. Positions retained in the reduced crew should be commensurate with but not exceed the nature and scope of responsibilities. For example, use of an Officer-in-Charge may be more appropriate than a Master when the level of readiness is low, substantial shore support is available, and only a small crew is necessary. Employees assigned to positions in reduced manning scales receive the pay for the positions to which assigned and must be fully qualified for that position.

b. Procedure. Area Commanders shall establish a committee to plan phasedown to ROS and phaseup to FOS. The committee should include representatives from personnel, operations, supply, engineering, and comptroller. The committee shall be responsible for recommending the schedule of events, reduced manning level, whether the ship will feed and quarter, etc. to the Area Commander. The Area Command shall notify the ship's Master in writing of the schedule, size and make-up of the reduced crew, and the crew phaseup plan. A copy must be provided to COMSC. The effective date of the reduced manning scale is the date of final reduction to the authorized level. ROS work rules apply as of the effective date of the reduced manning scale. The reduced manning scale is terminated upon transition to FOS.

c. Relation to other regulations. For ships in ROS, see also CMPI 593.2, CMPI 610.16 and CMPI 630.4.

4-6. UNUSUAL CASES OF MANNING SCALE CHANGE. In all cases of changes to manning scales not specifically covered by CMPI 512.4-4 and 4-5, the command concerned shall request a decision by COMSC. If urgency of situation precludes compliance with sections cited above, the Area Commander is authorized to take necessary actions. However, an after incident report which describes the conditions requiring use of this authority shall be submitted to COMSC so that guidance may be prepared and distributed to the other Area Command for use in similar situations.

4-7. IMPLEMENTATION OF MANNING SCALES. When a new Manning Scale authorized by COMSC is forwarded to the Area Commands as a result of changes in crew complement, changes in mission, activation of a new ship, or other reason, the Area Commander will advise COMSC of the implementation date.

4-8. CANCELLATION OF MANNING SCALES.

a. Supersedure. Manning scales are canceled when they are superseded by revised Manning scales. Only the Manning Scale of the latest date will be considered official in all matters pertaining to marine positions.

b. Ships no longer requiring civil service crews. If a ship is lost at sea, converted to military or contract crew, or is transferred from MSC control, the applicable Manning Scale is to remain in effect as long as charges for pay are made against the ship. Area Commanders shall advise COMSC of the effective date that a Manning Scale is canceled and no further charges are made against the ship's account.

4-9. DISTRIBUTION OF MANNING SCALES. Copies of authorized Manning Scales will be distributed to all interested offices at COMSC. Ten copies will be sent to the Area Commander for distribution.

## SECTION 5, MARINE POSITIONS IN RECEIVING BRANCH ASHORE

|   | Paragraph No. |
|---|---------------|
| Purpose of Receiving Branch.....        | 5-1           |
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| Size of Receiving Branch.....           | 5-4           |
| Organization of Receiving Branch.....   | 5-5           |
| Administration of Receiving Branch..... | 5-6           |

5-1. PURPOSE OF RECEIVING BRANCH. The environment in which MSC operates requires establishment of marine positions ashore to be occupied by civil service mariners awaiting assignment to ships, in training, on leave, ashore for disciplinary purposes or for other similar reasons.

5-2. AUTHORIZATION OF RECEIVING BRANCH. In order that Area Commands may establish and maintain positions ashore, a Receiving Branch will be established in each Area Command having administrative control of in-service ships.

5-3. FUNCTIONS OF RECEIVING BRANCH. The Receiving branch is established primarily to expedite filling shipboard vacancies and other marine personnel actions. It is also utilized to exercise responsibility for marine personnel assigned ashore and for other marine personnel ashore in a leave or suspended status for a period exceeding the turnaround period of the ship to which last assigned.

5-4. SIZE OF RECEIVING BRANCH. The number of filled positions in the Receiving Branch should approximate known and anticipated operational requirements.

5-5. ORGANIZATION OF RECEIVING BRANCH. The Receiving Branch like the Marine Placement Branch or Crewing Branch is a part of the Employment Division of the Civilian Personnel Office. Area Commands may include the functions of the Receiving Branch within the Marine Placement Branch. If this is done the name of the branch will be modified to reflect this, for example, Marine Placement and Receiving Branch.

5-6. ADMINISTRATION OF RECEIVING BRANCH.

a. Establishing Positions. Area Commanders may establish civil service mariner positions in the Receiving Branch from positions authorized in paragraph 3-5 above and at rates currently authorized in the applicable wage schedule. The personnel document (SF 50 or Crew Change Report) assigning an employee to the Receiving Branch shall also be considered as establishing a civilian mariner position at the indicated title and rate of pay.

b. New Personnel. New personnel appointed to marine positions must be eligible for immediate assignment to ships and may not be held in the Receiving Branch pending security clearance or the procurement of validated Coast Guard licenses or documents. Accessions to the Receiving Branch should approximate known nearerterm requirements..

c. Assignments while in Receiving Branch. Personnel assigned to the Receiving Branch and in a duty status (i.e., not on leave or a similar status) must be present and available for work to be considered in a pay status. Area Commanders are authorized and encouraged to provide assignments in the commuting area of the homeport for civil service mariners in the Receiving Branch while awaiting assignment to a ship. Such assignments may include work aboard ships in the homeport or commuting area, training, developmental assignments, or assisting in shore duties for which they are qualified. These assignments must not cause a ship to sail shorthanded while a needed rating is performing work ashore. Repeated assignments of the same mariner to the same shore duties or extended assignments (in excess of 120 days) shall not be made. Area Commands are encouraged to establish local guidelines consistent with the provisions of this section and judicious use of personnel resources.

d. Marine Personnel Serving as Relief Officers. Civil service mariner officer personnel assigned to positions in the Receiving Branch who are detailed to serve as Relief Officers or Engineers will be paid according to the applicable pay rates for their regular positions.

e. Turnover in Key Positions. In order to allow for orderly turnover of records, accounts, etc., mariners in key positions may be assigned from the Receiving Branch to ships in advance of the actual relief date. Normally, this turnover period will not exceed five days. The following are considered key positions: Master; 1st Officer; Radio Officer; Chief Engineer; 1st Assistant Engineer and 2nd Assistant Engineer. On ships with Supply Departments, the senior supply rating is included with positions listed above.

Appendix A (Revised)  
VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM  
BY 5 U.S.C. 5342

Section 5342 of Title 5, United States Code, provides that subchapter IV, except Section 5348, is not applicable to officers and members of crews of vessels excepted from chapter 51 of title 5 by Section 5102(C)(8) of that title. Agencies should use the following codes for reporting work force information on those vessel employees whose pay is fixed and adjusted in accordance with maritime rates and practices.

- 9901 (Miscellaneous jobs not covered by specific occupational codes)  
9902 Master  
9903 Chief Officer Cable  
9904 Ship Pilot  
9905 First Officer  
9906 Second Officer  
9907 Third Officer  
9908 Junior Deck Officer  
9909 Radio Officer  
9910 First Assistant Radio Officer  
9911 Radio Electronics Officer  
9912 First Assistant Radio Electronics Officer  
9913 Relief Deck Officer  
9914 Damage Control Officer  
9915 Assistant Damage Control Officer  
9916 Master-Mate (Fishing Vessel)  
9917 Deck Midshipman  
9918 Damage Control Leader  
9919 Damage Control Assistant Leader  
9920 Boatswain  
9921 Carpenter  
9922 Carpenter-Maintenance  
9923 Boatswain's Mate  
9924 Able Seaman  
9925 Able Seaman-Maintenance  
9926 Quartermaster  
9927 Seaman-Fisherman  
9928 Ordinary Seaman  
9929 Damage Controlman  
9931 Chief Engineer

OFFICE OF PERSONNEL MANAGEMENT

9932 First Assistant Engineer  
9933 Second Assistant Engineer  
9934 Third Assistant Engineer  
9935 Relief Engineer  
9936 Engine Midshipman  
9939 Chief Electrician  
9940 Electrician  
9941 Electrician-Maintenance  
9942 Second Electrician  
9943 Third Electrician  
9944 Electronics Technician  
9945 Refrigeration Engineer  
9946 Second Refrigeration Engineer  
9947 Third Refrigeration Engineer  
9948 Plumber  
9949 Assistant Plumber  
9950 Plumber Machinist  
9951 Deck Engineer  
9952 Deck Engineer-Machinist  
9953 Deck Engineer-Mechanic  
9954 Unlicensed Junior Engineer  
9955 Pumpman  
9956 Engineman  
9957 Engine Utilityman  
9958 Evaporator-Utilityman  
9959 Machinist  
9960 Oiler  
9961 Oiler-Diesel  
9962 Refrigeration Oiler  
9963 Fireman  
9964 Fireman-Watertender  
9965 Wiper  
9968 Chief Steward  
9969 Third Steward  
9971 Chief Cook  
9972 Steward Cook  
9973 Second Cook  
9974 Third Cook  
9975 Assistant Cook  
9976 Cook-Baker

JOB GRADING SYSTEM

9977 Second Cook-Baker  
9978 Night Cook and Baker  
9979 Steward-Baker  
9980 Third Pantryman  
9981 Galleyman  
9982 Laundryman  
9983 Assistant Laundryman  
9984 Messman  
9985 Steward-Utilityman  
9988 Purser  
9989 Junior Purser  
9990 Disbursing Officer  
9991 Supply Officer  
9992 Assistant Supply Officer  
9993 Junior Supply Officer  
9994 Assistant Storekeeper  
9996 Medical Services Officer  
9998 Yeoman-Storekeeper