



**CIVILIAN
MARINE
PERSONNEL
INSTRUCTION 610**

HOURS OF WORK AND PREMIUM PAY
8 September 2013

CMPI 610 Change Summary Page

(From CMPI 610 dated 5 October 2012)

Following the implementation of the new CMPI 610 on 7 October 2012, questions and comments were collected for a six month period from licensed and unlicensed CIVMARS throughout the MSC fleet. Each question was reviewed and answered by the CMPI 610 Team which consisted of MSC Management representatives, CIVMARS, and representatives from MM&P, MEBA, and SIU.

All questions submitted by CIVMARS proved to be valuable in identifying areas of the instruction that were unclear and/or required modification. After the review was complete, MSC and Union representatives met again to develop CMPI 610 language to clarify, modify and correct certain provisions of the 5 October 2012 Instruction.

The changes outlined below are included in the 8 September 2013 revision. Please ensure that the new document replaces the previous Instruction and all shipboard personnel are aware of the revised CMPI 610 document.

Section	Title	Change Description
Table of Contents		<ul style="list-style-type: none">- Add Appendix 1. Premium Pay Dispute / Grievance Form- Add Attachment 1. Duty Code / Earning Code List
3-1 b.	Call Outs; Exceptions	<ul style="list-style-type: none">- Add three additional Paragraphs of exceptions of 30 minute call out rule.
3-1 b. & c.	Call Outs; Exceptions	<ul style="list-style-type: none">- Move Section b. Paragraph 2 to Section c.
3-4.	Continuous Overtime	<ul style="list-style-type: none">- Moved Paragraph 3-4 b. 1. to Paragraph 3-4 a.1 (Time allowed for meals.....)
3-5 a. 1.	Port Time Begins	<ul style="list-style-type: none">- Change in verbiage of when port time begins.- Add Paragraph (3) Exception
3-5 a. 2.	Port Time Ends	<ul style="list-style-type: none">- Change in verbiage of when port time ends.
3-9 a.	Minimum Overtime Rate	<ul style="list-style-type: none">- Add Paragraphs 3-9 MINIMUM OVERTIME RATE (UNDERWAY REPLENISHMENT / VERTREP / FLIGHT QUARTERS
4-1 a. 3. (c)	Assignment to Hours of Work; Watchstander	<ul style="list-style-type: none">- Add Paragraph (c) watch turnover.
4-1 a. 4. (a)	Assignment to Hours of Work; Spread Workers	<ul style="list-style-type: none">- Change description in Paragraph (a) shifting of hours of work
4-1 a. 6.	Temporary Changes Within Same Rating	<ul style="list-style-type: none">- Change verbiage in Paragraphs: (a) 13 days or less<ul style="list-style-type: none">(1) Licensed(2) Unlicensed(b) 14 days or more
4-4 a.	Unbroken Hour for Meal and Rest	<ul style="list-style-type: none">- Add verbiage in Paragraph a. for watchstanders- Add Paragraph 1. addresses Pyramiding- Add Paragraph 3. Watchstander Unbroken Hours- Change verbiage in Paragraph 5. Shifting of meal hours
4-5	Coffee Time	<ul style="list-style-type: none">- Add Coffee Time provision
4-7	Emergency Duties, Drills, Inspections and Meetings	<ul style="list-style-type: none">- Change verbiage and description in Paragraph b. Drills 1.

4-9	Cargo;Dry Cargo (non-explosive); Unlicensed Cargo;Dry Cargo (explosive); Unlicensed	<ul style="list-style-type: none"> - Change verbiage in Paragraph b. 3. (b) 5. Cargo Safety Observer - Change verbiage in Paragraph b. 3. (c) Electricians - Change verbiage in Paragraph c. 3. (b) (2) e. Cargo Safety Observer - Change verbiage in Paragraph b. 3. (c) Electricians
4-11	Ship's Stores/Provisions	<ul style="list-style-type: none"> - Change verbiage in Paragraph b.2. Engine Department.
4-12	Trash; Unlicensed	<ul style="list-style-type: none"> - Add verbiage in Paragraph b.2. Trash Sorting by hand
4-18	Tank Cleaning / Repair; Unlicensed	<ul style="list-style-type: none"> - Add Paragraph b.2. additional compensation upon completion of tank cleaning.
4-21	Special Work Requiring Premium Pay; Surface Rescue Swimmer	<ul style="list-style-type: none"> - Add Paragraph c.1 (c) physical conditioning compensation. - Add Paragraph c.1 (d) equip. maintenance compensation. - Add Paragraph c.1 (e) "in-water training" compensation. - Change in verbiage Paragraph c. 2. Pyramiding. - Remove Paragraph c. 3. COMSCINST (superseded)
4-26	Licensed Deck Officers	<ul style="list-style-type: none"> - Change verbiage in Paragraph a.1.(d) for clarification of the CONUS 30 day period.
4-27	Licensed Engine Officers	<ul style="list-style-type: none"> - Change verbiage in Paragraph a.1.(d) for clarification of the CONUS 30 day period. - Change verbiage in Paragraph a.2.(b) watches in excess of 8 hours. - Add Paragraph a.2.(c) verbiage for Penalty Pay CONUS - Add Paragraph b.2.(a) exception for Chief Engineer standing watches at sea
4-28	Supply Department (Unlicensed)	<ul style="list-style-type: none"> - Change verbiage in Paragraph a.2.(a) work outside the spread (clarification) - Change verbiage in Paragraph c.2. Services Provide to Extra Persons - Add c.2.(a) Services Provide to Extra Persons exception - Add Paragraph e.1.(a)(3) Meals Outside Messroom Exception (barbecue, cookout, picnic)
5-1	Definitions	<ul style="list-style-type: none"> - Add definition <u>Duty Engineer</u> - Add definition <u>Sorting Trash</u>

CIVILIAN MARINE PERSONNEL INSTRUCTION 610

HOURS OF WORK AND PREMIUM PAY

- Section 1. Preamble
- 2. Administration
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Appendix 1. Premium Pay Dispute/Grievance Form
 Attachment 1. Duty Code / Earning Code Listing.

Section 1. Preamble

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1-1. **SCOPE AND COVERAGE**. This instruction regulates the hours of work and premium pay for civil service mariners (CIVMARs). It applies to all CIVMARs employed by Military Sealift Command (MSC) listed in CMPI 512 (Positions).

1-2. **AUTHORITY**. Section 5348 of 5 U.S. Code, requires that the compensation of CIVMARs, employed by MSC, be fixed and adjusted, from time to time, with prevailing rates and practices in the maritime industry, as nearly as is consistent with the public interest.

1-3. **POLICY**. It is the policy of the Commander, Military Sealift Command (COMSC), that CIVMARs will be given just compensation for their services. CIVMARs will not be required to perform work for which premium pay is authorized, and then denied such pay. It is a primary goal of COMSC to keep ship operating expenses to a minimum consistent with efficient operation. Consequently, abuse or maladministration of this instruction resulting in excessive costs will not be tolerated, and may result in administrative action. Revisions to this Instruction will be negotiated in accordance with applicable bargaining obligations, if any, under the Labor-Management Relations Statute, section 7100 of 5 U.S. Code.

Section 2. Administration

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2-1. AUTHORIZATION OF PREMIUM PAY

- a. Responsibility for administration of premium pay on CIVMAR manned ships is the direct responsibility of the Master or on ships without a Master, the Officer-in-Charge (OIC).
- b. Premium pay management includes initiating, certifying the justification and approving the performance of premium pay work for the safe operation of the ship.
- c. Authorization of premium pay work may be delegated by the Master/OIC to department heads. If the Master/OIC determines that a department head is not fulfilling his/her obligations, authorization may be withdrawn in writing to the department head at any time.
- d. Compensation for all work authorized by the department head and performed by a CIVMAR shall not be denied.
- e. All types of premium pay work shall be assigned as equally as possible among members of the crew. This shall not apply to specialized work requiring specialized skills or to those CIVMARs who do not make themselves available for overtime.

2-2. AUDIT OF PREMIUM PAY EXPENDITURES. Consistent with the policy expressed in section 1-3, Commander Military Sealift Command (COMSC) assigns Comptroller (N8) with the responsibility of continuous audits of premium pay expenditures in order to prevent or correct abuses and/or maladministration and for coordinating the review of all premium pay expenditures.

2-3. PREMIUM PAY DISPUTES

- a. Disputes concerning the interpretation or application of CMPI 610 shall be submitted by the CIVMAR or group of CIVMARs to the Master within 30 calendar days of the issue in dispute using the authorized Premium Pay Dispute (PPD) form found in Appendix 1, or any other method of written submission, as long as it contains the information stated in Appendix 1.
- b. The Master has up to 15 calendar days from the date of submission to issue a decision. If the PPD is not resolved to the satisfaction of the CIVMAR, or if the Master does not respond within 15 calendar days, the CIVMAR may elect to file a grievance to the appropriate shore side official within the time frames set forth in the applicable grievance procedure using the existing PPD submission. The first day for determining timeliness for grievance filings shall be the day

after the Master responds but no more than 16 calendar days from the date of the submission to the Master.

2-4. COMPENSATORY TIME

a. Electing. Any CIVMAR may request a waiver of overtime pay during a specified period and in lieu thereof, accrue hour for hour compensatory time. Election is voluntary. The CIVMAR will notify his/her department head of the intent to elect compensatory time in lieu of overtime pay prior to the commencement of the work. This request shall be submitted to the department head. The CIVMAR may request that all or part of overtime pay hours be credited as compensatory time. (Use appropriate duty code, earning code CTE)

b. Using Compensatory Time

1. Compensatory time may be accumulated and be taken when not in conflict with operating necessities of MSC. To avoid accumulating a large amount of compensatory time, CIVMARs should take compensatory time off as soon as possible after earned. (Duty code A7, earning code CTT)

2. Unless a CIVMAR is in a use-or-lose annual leave situation, compensatory time must be used prior to annual leave.

c. Limits on Compensatory Time. In accordance with DoD Financial Management Regulation, Volume 8, Chapter 5, compensatory time off must be used by the end of the 26th pay period after the one in which it was earned. Compensatory time not used during the established time period shall be paid at the overtime rate at which it was earned.

Section 3. Computation of Premium Pay

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3-1. CALL OUTS

a. When CIVMARs are required to report for mandatory work outside of their normal work hours, they shall be compensated at the CIVMAR's applicable overtime rate for the 30 minutes prior to the required reporting time. This 30 minute callout period will be included in all premium pay calculations, provided the CIVMAR reports for duty, ready for work, by the required reporting time. If the CIVMAR reports after the required reporting time, all premium pay calculations will commence from the time the CIVMAR actually reported for duty.

b. Exceptions

1. The 30 minute call out period does not apply to Watchstanders or Spreadworkers during their scheduled hours of work on Saturdays, Sundays and holidays.
2. In Port and at Sea, when dayworkers are required to report to work at 0800 on Saturdays, Sundays, or Holidays for mandatory overtime, the 30 minute call out provision will not apply, provided the CIVMARS were notified by 1700 on the preceding straight time day .
3. When dayworking or spreadworking CIVMARs perform voluntary work or participate in drills after the 1700 meal hour and before 2000, the 30 minute callout period is not applicable. In this case, overtime pay is computed from the time the CIVMAR is required to report for duty.
4. In Port or at Sea, when the Duty Engineer is responding to an unattended engine room alarm or is performing a regular Unattended Engine Room round, the 30 minute call out provision does not apply.

c. CIVMARs shall receive time off duty for meal and rest or be compensated in accordance with section 4-4.

1. Exception. CIVMARS working voluntary overtime shall not receive a penalty meal hour.

3-2. UNITS OF PREMIUM PAY

- a. When CIVMARs are required to work during premium pay hours, a minimum of one (1) hour shall be paid. This may include 60 minute periods when multiple premium pay rates apply. Additional time worked beyond any 60 minute period shall be paid in 60 minute increments. Premium pay ends, subject to the minimum, when the CIVMAR is secured or dismissed for the specific premium pay work (including time standing by).
- b. Exception. Supply department personnel assigned to work 8 hours in a spread of 12 will receive a half hour minimum for work performed during their 30 minute break period.

3-3. SIMULTANEOUS APPLICATION OF PREMIUM PAY RATES (PYRAMIDING)

- a. Pyramiding. Certain duties and/or working conditions are compensated by the simultaneous application of more than one premium rate. When applicable, the phrase "pyramiding is allowed for this section" will clearly be stated in each section.
- b. When pyramiding is not allowed and two (2) or more work evolutions of different pay rates occur within the same 60 minutes, the CIVMAR will be paid as follows:
 1. For periods of premium pay work of 60 minutes or less, the CIVMAR will receive one (1) hour at the highest applicable rate.

Example: A CIVMAR is on overtime. After 13 minutes, the CIVMAR begins handling explosives. The payment for explosive handling would be payable for that hour.

2. For periods of premium pay work greater than 60 minutes, the CIVMAR will receive the highest applicable rate in one (1) hour increments.

Example: CIVMAR is on cargo handling /supervisory or explosive handling for one (1) full hour and the evolution ends 15 minutes into the next hour, the CIVMAR is entitled to two (2) hours at the applicable explosive handling rate.

3. CIVMARs shall not receive more than one (1) hour of premium pay for 60 minutes or less of premium pay work.

Example: While on port security or safety watch, a CIVMAR works 45 minutes of overtime on a security drill, overtime would be payable instead of penalty time. Penalty pay would resume at the end of the 60 minute increment.

3-4. CONTINUOUS OVERTIME

a. If the interval of time between the end of an overtime period of work and the start of another overtime period of work is two (2) hours or less, CIVMARs will be paid the overtime rate of pay continuously.

1. Time allowed for meals shall be considered as part of the time interval between overtime periods but shall not be counted for overtime pay purposes.

b. Exception. When watchstanders' regularly scheduled watch is being compensated at the overtime rate of pay (e.g. Saturdays, Sundays and holidays) such watch period(s) shall not be considered an overtime period for the purposes of this section.

3-5. SETTING OF PORT AND SEA TIME

a. Port Time

1. Begins. A vessel shall be deemed to have arrived in port 30 minutes after it has anchored, or moored at/or in the vicinity of a port (or other place of loading or discharging) for the purpose of loading or discharging cargo, ballast, passengers, mail, undergoing repairs, fumigation, layup, awaiting orders or berth, bunkering alongside a dock, loading or unloading containers whether empty or not.

(a) Exceptions. Port time does not apply to:

(1) Emergency anchorage

(2) Hove-to solely for reasons of safety such as repairs, fire, re-securing of cargo, weather, or for the sole purpose of landing sick or injured persons.

(3) The time while awaiting pilot, quarantine, pratique, transit of canals, safe weather or tide.

2. Ends. A vessel shall be deemed to have departed and port time terminated 30 minutes prior to the time when mooring lines are cast off or the anchor is aweigh for the purpose of putting to sea directly to conduct the ship's mission.

b. Sea Time. Sea time is all time not considered as port time.

c. Sea Watches During Port Time. Port time conditions shall apply whether or not sea watches are broken.

3-6. **CALL BACKS.** In port, when CIVMARS ashore are required to return to the vessel for unscheduled work outside of their normal working hours Monday thru Friday inclusive, they shall be paid a minimum of two (2) hours overtime. On Saturdays, Sundays, and holidays, they shall be paid a minimum of four (4) hours of overtime. When such work exceeds these hours, CIVMARS will be paid in one (1) hour increments. (Use appropriate duty code, earning code OTN)

a. **Exception**

1. This does not apply when called back to sail the ship directly to sea.

3-7. **SETTING AND BREAKING SEA WATCHES**

a. **Setting Sea Watches.** For all watchstanders, watches will be set at 0001 on the day of departure.

b. **Breaking Sea Watches.** Sea watches shall be broken within one (1) hour after the ship is securely anchored, moored or made fast to the dock at any port where the ship is to remain in excess of 24 hours.

3-8. **CROSSING THE INTERNATIONAL DATELINE.** For computation of pay including premium pay when a ship crosses the International Date Line see CMPI 531 (Wage Administration), section 4-4 e.(3).

3-9. **MINIMUM OVERTIME RATE (UNDERWAY REPLENISHMENT / VERTREP / FLIGHT QUARTERS).** When unlicensed CIVMARS perform Underway Replenishment, including VERTREP/Flight Quarters, on an overtime basis they shall be paid the applicable minimum overtime rate as specified in the Atlantic/Pacific schedule of wages or the overtime rate currently authorized for the specified rating, whichever is higher. Duty Code 24/26, Earning Code GON or OTN.

Section 4. Work Rules

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4-1. ASSIGNMENT TO HOURS OF WORK

a. The Master, CIVMAR OIC or other Officer delegated this responsibility will determine the specific hours of work to be assigned to CIVMAR personnel. Such hours of work shall conform to the rating and the duties required of the rating of the employees concerned. Any change or substitution of assigned hours of work will be subject to prior approval by the Master or the Officer delegated authority for such changes by the Master.

1. **Hours of Work.** The normal working day shall be eight (8) hours per day. Overtime is payable only for work in excess of eight hours unless otherwise provided for in this instruction. CIVMARs standing regular sea watches shall be paid overtime at the applicable rate

for Saturday, Sunday and holiday watches and for all work in excess of eight (8) hours between midnight and midnight each day. When a holiday falls on Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday. (Use code 01, earning code OTN for CIVMARs standing regular sea watches who are paid overtime at the applicable rate for Saturday, Sunday, and holidays. Use code 03, earning code OTN for all work in excess of eight (8) hours between midnight and midnight each day.)

2. Dayworker. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

3. Watchstander. CIVMARs on a rotational work shift schedule. Watchstanders of the Deck and Engine Department generally work 4 hours on duty and 8 hours off duty at sea and 8 hours on duty followed by 16 hours off duty in port. Watchstanders in the Communications Department generally work 8 hours on duty and 16 hours off duty at sea and in port. Alternate watch schedules may be required.

(a) At Sea. Normally, watches will be:

0000-0400, 1200-1600
0400-0800, 1600-2000
0800-1200, 2000-2400

(b) In Port. Normally, watches will be:

0000-0800
0800-1600
1600-2400

(c) It is customary to commence watch turnover 15 minutes prior to the watch.

4. Supply Department Food Handlers and Service Personnel

(a) At sea or in port the normal working day shall be 8 hours in a spread of 12 hours between 0630 and 1830 Monday through Sunday and holidays. These hours may be shifted one hour either way without additional compensation. Overtime is payable for any work performed during off duty periods within the 12 hour spread, for any work performed outside the 12 hour spread and for any work performed on Saturdays, Sundays, or holidays.

(b) Normally, the defined schedule will be as follows:

0630-0700 - Work
 0700-0730 - Meal
 0730-1000 - Work
 1000-1030 - Off-duty
 1030-1100 - Work
 1100-1130 - Meal
 1130-1330 - Work
 1330-1530 - Off-duty
 1530-1630 - Work
 1630-1700 - Meal
 1700-1830 - Work

5. Fourth Meal (Not Hot Night Lunch). When augment are assigned to a vessel to prepare and serve a fourth meal, their regular hours of work shall be:

- (a) 2130 to 0630 Monday through Sunday and holidays
- (b) Two (2) 30 minute meal breaks are allowed during this period
- (c) These hours may be shifted one hour in either direction without additional compensation

6. Temporary Position Changes Within the Same Rating

(a) **Temporary Change of Position for 13 Days or Less.** When a CIVMAR in the same rating is changed from a watchstander to a dayworker or a dayworker to a watchstander, for a period expected to be 13 days or less, and is assigned to perform the duties and responsibilities of a billet with a higher base pay, the CIVMAR shall be compensated as specified in this section. If during this time it becomes known that the assignment will exceed 13 days, the CIVMAR will be re-rated via SF-50 and paid either the rate of the temporary billet or the CIVMAR'S permanent rate, whichever is higher for the duration of the temporary assignment.

(1) **Licensed.** The CIVMAR shall be compensated by receiving 1 (one) hour of overtime on a daily basis for each day or any part of a day the CIVMAR is assigned to perform such duties. (Duty code E7, earning code GWN).

(2) **Unlicensed.** The CIVMAR shall be compensated by receiving \$10.00 per day for each day or any part of a day the CIVMAR is assigned to perform such duties. (Duty code E7, earning code GEN)

(b) Temporary Change of Position for 14 Days or More. When a CIVMAR in the same rating is changed from a watchstander to a dayworker or dayworker to a watchstander, for a period expected to be 14 days or more, the CIVMAR will be re-rated via SF-50 and paid at either the rate of the temporary billet or the CIVMAR'S permanent rate, whichever is higher. Upon completion of the temporary assignment, the CIVMAR will be re-rated via SF-50.

4-2. LIMITING WORK ON SEA WATCHES

- a. No work, except for the safe navigation of the vessel, is to be performed after 1700 and before 0800, without the payment of premium pay.
- b. If CIVMARs standing regular watch on Saturday, Sunday or holidays are required to do any work other than routine work, they shall be paid at the applicable penalty time rate, in addition to the overtime rate being paid. Pyramiding is allowed for this section. (Use appropriate duty code, earning code PTN)

c. Exceptions

1. Routine work for the safe navigation of the vessel
2. Docking and undocking
3. When work consists of duties exempt from premium pay (such as, drills or inspections)
4. Unplanned maintenance and repairs to machinery in response to emergent conditions
5. Sanitary work on watch:
 - (a) Entry level watch personnel shall normally be assigned to perform the routine sanitary work of the unlicensed crew common areas, such as, lounges, laundries, public heads and passageways adjacent to their respective department berthing during their routine hours of work without the payment of additional compensation.
 - (b) Sanitary work on the bridge shall be performed by the watch between the hours of 0600-0800 without additional compensation. Customary sanitary work shall include mopping bridge, polishing brass on days of arrival and cleaning:
 - (1) Wheel house
 - (2) Bridge wings
 - (3) Chart rooms
 - (4) Adjacent areas, such as, ladders, hand rails and windows

4-3. REST PERIODS FOR WORK PERFORMED AFTER MIDNIGHT

a. Licensed (In Port). When Licensed Officers work overtime, Monday through Friday excluding holidays, after midnight and before 0600, they shall have a rest period during the same day between 0800 and 1700 of one (1) hour for each hour of work performed. If, due to special circumstances, the rest period is not allowed, then the penalty rate shall be paid for each hour worked. (Duty code 84, earning code PTN)

1. Exception. On days of departure, such rest period shall not interfere with Licensed Officers standing their regular watches.

b. Unlicensed

1. At sea or in port, when CIVMARs are working on overtime between 0001-0600, they are entitled to one (1) hour of rest for each hour worked including hours when continuous overtime was earned.

2. Rest periods shall be given during the normal working hours on the same day and shall be in addition to the overtime allowed for such work.

3. If a rest period is not given due to operational requirements of the ship, the CIVMAR will be paid hour for hour for the missed rest period on the basis of one-eighth (1/8) of the daily base rate. (Duty code 84, earning code GTB)

4. Exception. This section does not apply to CIVMARs turned to on overtime on Saturdays, Sundays and holidays.

4-4. UNBROKEN HOUR FOR MEAL AND REST TIME

a. All dayworking CIVMARs will be allowed a full unbroken hour off-duty for meals and rest. If a full hour for meals and rest cannot be provided due to operational requirements, CIVMARs will be paid a penalty meal hour. This provision also applies to watchstanders while working mandatory overtime outside of their normal watch hours.

(Duty code 83, earning code PTN).

1. Pyramiding is permitted under this section

2. Normally, the unbroken hour for day workers shall be:

Breakfast 0700–0800
 Lunch 1200–1300
 Supper 1700–1800

3. Normally, the unbroken hour for watchstanders shall be:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
0001-0400/1200-1600	0700-0800	1100-1200	1700-1800
0400-0800/1600-2000	0800-0900	1200-1300	N/A
0800-1200/2000-2400	0700-0800	1200-1300	1700-1800
	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
0001-0800	0800-0900	1200-1300	1700-1800
0800-1600	0700-0800	N/A	1700-1800
1600-2400	0700-0800	1200-1300	N/A

4. Normally, the meal serving hours shall be:

Breakfast	0730–0830
Lunch	1130–1230
Supper	1700–1800

5. With a minimum notice of two (2) hours prior to the normal meal hour, the meal serving time and/or the unbroken hour off-duty for rest may be varied to accommodate ship operations. Such variations should not exceed one hour either way. Every effort will be made to allow CIVMARs their full unbroken hour-off duty.

b. Supply Department Food Handlers and Service Personnel. Supply CIVMARs assigned to eight (8) hours in a spread of 12 hours (0630 to 1830) shall be given one-half (1/2) hour for meals or rest before the ship's scheduled meal serving hours. If the one-half (1/2) hour cannot be provided due to operational requirements, the CIVMARs will be paid one-half (1/2) of the applicable penalty meal hour rate. (Duty code 83, earning code PTN)

c. Every effort shall be made to ensure that CIVMARs are provided the opportunity to eat during the serving hours.

d. Exception. CIVMARs working voluntary overtime shall not receive a penalty meal payment.

4-5. COFFEE TIME. In port or at sea, all CIVMARS will be allowed 15 minutes for coffee at 1000 and 1500 or at a convenient time near those hours. If a coffee break cannot be provided because of operational necessity including safe navigation of the vessel, additional compensation is not authorized.

4-6. NIGHT LUNCH

a. Except for personnel standing routine watches, in port or at sea, a nutritious box lunch, a hot night lunch or penalty meal hour will be provided as outlined below:

1. If six (6) or less CIVMARs, regardless of department assigned, are working more than four (4) hours continuous between 1800 and 0300, a box lunch and drink shall be provided to each CIVMAR.

2. If more than six (6) CIVMARs, regardless of department assigned, are working more than four (4) hours continuous between 1800 and 0300, a hot night lunch shall be provided to each CIVMAR.

3. In both examples above, CIVMARs will be allowed a minimum of 20 minutes to eat. Normally, night lunch will be served in the mess hall.

4. Supply Department CIVMARs called out to prepare night lunches will not be considered part of the CIVMAR minimum. (Duty code 60, earning code OTN)

5. CIVMARs standing a watch and CIVMARs not part of the designated working party are not authorized to partake in prepared box/hot night lunches.

6. When a box lunch or hot night lunch is not provided as stipulated herein, a penalty meal hour will be paid in lieu of the meal. (Duty code 83, earning code PTN)

b. CIVMARs standing a watch will be provided a cold night lunch, which may include: nightly cold cuts, cheese or equivalent or leftovers from the last dinner.

4-7. EMERGENCY DUTIES, DRILLS, INSPECTIONS AND MEETINGS

a. Emergency Duties. Any work necessary for the safety of the ship, passengers, crew or cargo, or for the saving of other ships in jeopardy and the lives therein, shall be performed at any time and such work shall not be considered overtime. Once emergency conditions have been rectified, any subsequent work shall be paid at the applicable rate.

b. Drills

1. Fire, life boat or other emergency drills shall be held between 0800 and 1700 Monday through Friday without the payment of overtime or penalty time. The Master will make every effort to conduct drills during these hours. Payment of overtime at the applicable overtime rate (Duty Code 87, Earning Code OTN) is authorized for off watch/off duty CIVMARS required to attend any drill in excess of or in addition to:

Fire and Emergency – One per week
Abandon Ship – One per week
Steering Casualty Drill – One per month
Man Overboard – One per month
Rescue Boat – One per month
Line Throwing Apparatus – One per quarter (3 months)
Oil/Hazmat Spill – One per quarter (3 months)
Security Drill – One per quarter (3 months)

2. Fire, lifeboat or other drills which are required on days of departure, required by the United States Coast Guard (USCG) or the American Bureau of Shipping (ABS) may be held on Saturdays, Sundays, and holidays or between 1700 and 0800, Monday through Friday, and shall not be subject to the payment of overtime.

3. All other drills authorized by the Master, which are held on Saturdays, Sundays, holidays or between 1700 and 0800 Monday through Friday shall be subject to the payment of overtime to off-watch/off-duty CIVMARs and shall be paid at the applicable overtime rate. (Duty Code 87, earning code OTN)

4. If a debriefing session is required as part of a drill, it shall be normally kept to a minimum of time and shall not last more than 30 minutes.

5. Safety stand downs or other additional training sessions shall not be considered drills.

6. In Port. When watches have been broken, CIVMARs coming off watch shall not be required to turn to for drills unless they have been given six (6) hours off duty prior to the drill, unless the drill is required by the USCG or the ABS. Masters will use the utmost prudence and discretion in requiring off watch personnel to attend routine in port drills by providing a sufficient rest period prior to commencement of drills.

c. Inspections and Meetings. Routine inspections of work or berthing areas which require a CIVMAR's presence will be conducted during the CIVMAR's regular duty hours. If off-duty CIVMARs are required to attend inspections or meetings, they will be compensated at the applicable overtime rate. (Duty code 94, earning code OTN)

4-8. GANGWAY/PORT SECURITY/SAFETY WATCHES

a. Gangway Watch. Unlicensed CIVMARs assigned to stand gangway watches will only be required to perform the routine duties normally associated with gangway watches, to include the handling of weapons, without the payment of additional compensation.

b. Port Security and Safety Watches

1. Licensed

(a) Penalty pay is payable during any off duty hours while in a standby status. (Duty code 04, earning code PTN)

(b) Overtime is payable if assigned to work.

2. Unlicensed. Unlicensed CIVMARs required to remain aboard the ship during their off duty hours to be available for duty in connection with the security and/or safety of the ship or cargo as required by applicable policies shall be paid as follows:

(a) Atlantic. Penalty time is payable during any off duty hours, while in a standby status. Overtime is payable if assigned to work. (Duty code 04, earning code PTN)

(b) Pacific. Port security force/port fire watch rate as described in the Pacific schedule of wages is payable during any off duty hours, while in a standby status. (Duty code 04, earning code GGN) Overtime is payable if assigned to work.

4-9. CARGO

a. Definition. Cargo - Any item intended for transfer to or received from any vessel, unit or activity. This does not include items identified for own ship's use or to support embarked detachments.

b. Dry Cargo (Non-Explosive)

1. Licensed Deck Officers

(a) When longshoremen are unavailable and Licensed Deck Officers are required to actively supervise crewmembers engaged in cargo activity, they shall be compensated at the cargo rate of pay, provided Unlicensed CIVMARs are receiving the cargo rate of pay. The cargo rate of pay for Licensed Deck Officers shall be one and one half (1 1/2) the penalty rate of pay. (Duty code 22, earning code OTN [off-duty]/MDN [on-duty])

(b) Exception. Additional compensation shall not be payable when crewmembers add to existing lashings or shoring, or remove lashings prior to docking.

2. Licensed Engine Officers. When Engine Officers are required to handle dry cargo or cargo gear for handling of such cargo, they shall receive the penalty rate of pay for such work performed during straight time hours. (Duty code 22, earning code PTN) Overtime shall be paid for this work during overtime hours. (Duty code 22, earning code OTN)

3. Unlicensed CIVMARs

(a) When qualified CIVMARs are required to handle cargo in port or at anchor, including lightering locations, the applicable cargo handling/longshoreman rate is payable. (Duty code 19, earning code MGN [off-duty]/MHN [on-duty])

(b) The following work assignments are deemed to be handling cargo:

1. Winch Signaling

2. Slinging (Aboard the vessel or on the pier)

3. Crane/Boom winch operation (Including spotting the booms)

4. Forklift operation off the ship and at the loading location on deck

5. Designated cargo loading safety observation. This work will be done by a qualified member of the Deck Department as assigned by the Person In Charge (PIC) of cargo operations.

6. Work ashore in support of airhead operations including Landing Signalman Enlisted (LSE) duties

(c) Electricians. An electrician shall be required to be on duty when ship's electric cargo handling machinery is being worked. (Duty Code 19, Earning Code OTN).

c. Dry Cargo (Explosive)

1. Explosives are:

- (a) Ammunition for cannons 37 mm (1-1/2") caliber or over
- (b) Ammunition for cannons, with explosive projectiles
- (c) Projectiles, grenades, bombs, mines and torpedoes
- (d) Ammunition with explosive bullets
- (e) Ammunition with explosive chemicals
- (f) Black powder and low explosives
- (g) High explosives such as dynamite
- (h) Initiating or priming explosives such as blasting caps
- (i) Gas bombs and cylinders containing toxic chemicals
- (j) Any other explosive defined by NAVSEA OP 4 and 5 (Ammunition and Explosive Safety Afloat/Ashore)

2. Ships Carrying Explosives

(a) CIVMARs shall be paid an additional 10% of either the shipboard or permanent base rate of pay, whichever is higher, per day for any day during any part of which the CIVMAR is aboard a ship carrying 50 short tons or more of explosives. (Duty code B3, earning code BZN)

(b) Exceptions

(1) When a CIVMAR is not aboard the ship for three or more consecutive days, no additional compensation is authorized except the non-watchstanding compensation as stated in the applicable schedule of wages. (Duty code B3, earning code NBN)

3. Explosives Handling

(a) Licensed. When no regular longshoreman or stevedores are available and non-Officers are employed in the handling of explosives, Deck and Engine Officers who are required to participate directly in the handling of or supervise the handling of such explosives shall be paid 10% of the hourly penalty rate in addition to the penalty or overtime rate being earned. (Duty code 21, earning code ERN [on-duty]/EXN [off-duty])

(b) Unlicensed

(1) When qualified CIVMARs are required to handle explosives in port or at anchor, including lightering locations, the applicable explosive handling rate is payable. (Duty code 23, earning code EZN [off-duty]/EFN [on-duty])

(2) The following work assignments are deemed to be handling cargo:

a. Winch Signaling

b. Slinging (Aboard the vessel or on the pier)

c. Crane/Boom winch operation (Including spotting the booms)

d. Forklift operation off the ship and at the loading location on deck

e. Designated cargo loading safety observation. This work will be done by a qualified member of the Deck Department as assigned by the Person In Charge (PIC) of cargo operations.

f. Work ashore in support of airhead operations including Landing Signalman Enlisted (LSE) duties

(3) All types of explosive handling work shall be assigned as equally as possible among qualified members of the crew.

(4) Electricians. An electrician shall be required to be on duty when ship's electric cargo handling machinery is being worked. (Duty code 23, earning code OTN)

d. Liquid Cargo

1. Licensed

(a) When Licensed Deck and Engine Officers assigned to actively supervise or participate in the loading or discharging of liquid cargo, to include taking soundings or turning valves, they shall be paid the penalty rate of pay. When this work is performed during overtime hours, overtime shall be paid. (Duty code 38, earning code OTN [off-duty]/PTN [on-duty])

(b) Exception. This provision is not payable to Officers assigned to billets whose primary responsibilities include the loading or discharging of liquid cargo (i.e.; Cargo Mates and Cargo Engineers)

2. Unlicensed

(a) Connecting or disconnecting cargo or bunker hoses:

(1) Ashore

a. When any CIVMAR is required to go ashore to handle, connect or disconnect the hoses listed below, the penalty rate shall be paid. (Duty code 28, earning code OTN [off-duty]/PTN [on-duty])

1. Cargo fuel hoses
2. Cargo oily waste hoses
3. Ship bunker hoses

b. Exception. This provision is not payable to CIVMARs assigned to connect the ship's engine room oily waste hoses or other ship's service connections.

(2) Onboard the Vessel

a. CIVMARs are expected to handle, connect or disconnect the following hoses onboard as part of their routine duties:

1. Cargo fuel hoses
2. Cargo oily waste hoses
3. Ship bunker hoses

b. When this work is performed during overtime hours, overtime shall be paid.

1. Exception (Atlantic CIVMARs). If performed on Saturday, Sunday or holidays, between 0800-1700, penalty time will be paid in addition to any overtime being earned. In this case, pyramiding is allowed. (Duty code 28, earning code PTN, add overtime entry)

4-10. PREPARING CARGO HOLDS

a. In Port. When preparing the holds for cargo during regular working hours, any Unlicensed CIVMAR assigned to construct perimeter bulkheads using stanchions shall be paid at the applicable rate. Outside regular working hours the regular overtime rate of pay shall apply.

1. Exceptions. This payment does not include:

- (a) Setting or removing of stanchions during loading/unloading cargo
- (b) Blocking and bracing to secure the cargo for sea
- (c) Sweeping and vacuuming cargo holds

b. Applicable Rates

Atlantic (Duty code 19, earning code OTN [off-duty]/PTN [on-duty])

Straight Time Hours: Penalty Rate
Overtime Hours: Overtime Rate

Pacific (Duty code 19, earning code GGN)

Straight Time Hours: Port Security and Port Fire Watch Rate, as noted in the Pacific Schedule of wages
Overtime Hours: Overtime Rate

4-11. SHIP'S STORES/PROVISIONS

a. Definition. Ship's Stores - Any item, including provisions, identified for ship's use by any department, embarked detachment or crew.

b. Loading

1. Deck Department. Normally, it shall be the routine duties of the Unlicensed Deck Department to load ship's stores from the pier to the ship during regular working hours without additional compensation.

2. Engine Department. If Unlicensed Engine Department CIVMARs are required to net, sling, chainhook, operate forklifts or hand carry stores to move ship's stores from the pier to the ship during regular working hours, they shall be paid penalty pay. (Duty code 63, earning code PTN)

3. Supply Department. If Supply Department CIVMARs are required to net, sling, chainhook, operate forklifts or hand carry stores to move ship's stores from the pier to the ship during regular working hours, they shall be paid penalty pay. (Duty code 63, earning code PTN)

c. Stowing

1. Unlicensed Deck Department CIVMARs may be responsible for relocating ships stores to designated departmental staging areas without penalty pay during regular working hours.

2. Once issued by the Supply Department, each department shall be responsible for stowing their own stores, including daily provisions, without penalty pay during regular working hours. During regular working hours, any CIVMAR assigned to stow another department's stores shall be paid penalty pay. (Duty Code 63, Earning Code PTN)

3. The Supply Officer, Junior Supply Officer, Chief Steward, Chief Cook, Yeoman-Storekeeper, and Assistant Storekeeper may be required to check and supervise stowage of stores during regular working hours without payment of additional compensation.

4-12. TRASH

a. Definition. Trash - Any waste generated by the ship for disposal, including hazardous material. Trash received from any other vessel when transferred off the ship shall be treated as cargo.

b. Unlicensed. When qualified CIVMARs are assigned to the following work, the applicable rate is payable during straight time hours.

1. Feeding, opening or cleaning the:

(a) Pulper

(b) Pucker

(c) Glass shredder

(d) Metal shredder

(e) Compactor

(f) Exception. Operation of the incinerator is not payable under this section.

2. Sort trash at the final designated trash sorting location prior to disposal or offloading from the vessel. This provision applies when personnel are assigned to hand sort trash by commodities such as paper, plastic, glass, metal, wood, and general trash. Trash collection from staterooms, galley or other common areas is not payable under this section.

3. Offload trash from the ship to the pier and/or barge/scow. This provision applies when personnel handle or remove from the ship by hand or by cargo gear, trash which has accumulated on the ship.

(a) The following work assignments are deemed to be off-loading trash by cargo gear:

(1) Winch Signaling

(2) Slinging (Aboard the vessel or on the pier)

(3) Crane/Boom winch operation (Including spotting the booms)

(4) Forklift operation off the ship and at the loading location on deck

c. Applicable Rates. In addition to their base pay, when CIVMARs are assigned to perform the work described above they shall receive the following:

Unlicensed Deck/Engine Atlantic (Duty code 35)

Straight Time Hours: 1.5x Penalty Rate (Earning code MDN)

Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Deck/Engine Pacific (Duty code 35)

Straight Time Hours: Cargo Rate (Earning code MHN)

Overtime Hours: Overtime Rate (Earning code OTN)

Supply Atlantic (Duty code 35)

Straight Time Hours: 1.5x Penalty Rate (Earning code MDN)

Overtime Hours: Overtime Rate (Earning code OTN)

Supply Pacific (Duty code 35)

Straight Time Hours: Penalty Rate (Earning code PTN)

Overtime Hours: Overtime Rate (Earning code OTN)

4-13. DIRTY WORK

a. Enclosed Spaces

1. Licensed. When Licensed Engine Officers are required to enter the spaces below, they shall be paid the applicable rate.

- (a) Boilers
- (b) Condensers (including cleaning hot wells)
- (c) Engine air manifolds
- (d) Engine lube oil sumps
- (e) Air receivers and plenums
- (f) Any similar enclosed space to actively supervise or inspect the cleaning of the enclosed space or to perform cleaning or repair work. “Actively supervise or inspect,” as contained in this provision, means that the Engine Officer is required to enter the space to supervise or inspect, not merely stand outside and look in.

2. Unlicensed. Typically, this shall be the work of Unlicensed Engine Department CIVMARs. When Unlicensed CIVMARs are assigned to enter or work within the spaces below, they shall be compensated at the applicable rate.

- (a) Boilers
- (b) Condensers (including cleaning hot wells)
- (c) Engine air manifolds
- (d) Engine lube oil sumps
- (e) Air receivers and plenums, or any similar enclosed space

3. Applicable Rates. When CIVMARs are assigned to perform the work described above they shall receive the following, in addition to their base pay:

Licensed Engine (Duty code 33)

Straight Time Hours: Penalty Rate (Earning code PTN)
 Overtime Hours: Overtime Rate plus 10% of the Overtime Rate (Earning code THN)

Unlicensed Atlantic Deck (Duty code 33)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
 Overtime Hours: The applicable Dirty Work Overtime Rate or the CIVMAR’s Overtime Rate, whichever is higher (Earning code FAN or OTN)

Unlicensed Atlantic Engine (Duty code 33)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
 Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate,
 whichever is higher (Earning code FAN or OTN)

Unlicensed Pacific Deck (Duty code 33)

Straight Time Hours: Cargo Rate (Earning code MHN)
 Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific Engine (Duty code 33)

Straight Time Hours: Dirty work rate (Earning code FBN)
 Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate,
 whichever is higher (Earning code FAN or OTN)

b. Soot. When CIVMARs are required to remove soot accumulated inside of the smoke stack, they shall be paid the applicable rate.

1. Applicable Rates

Unlicensed Atlantic Engine (Duty code 33)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
 Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate,
 whichever is higher (Earning code FAN or OTN)

Unlicensed Pacific Engine (Duty code 33)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
 Overtime Hours: The Dirty Work Overtime Rate or the CIVMAR's Overtime Rate, whichever is higher (Earning code FAN or OTN)

c. Work Below Deck Plates/Bilges

1. Licensed. When Licensed Engine Officers are required to work below deck plates or enter bilges to actively supervise or inspect the cleaning of the enclosed space, or to perform repair work, they shall be paid the applicable rate. "Actively supervise or inspect," as contained in this provision, means that the engineer is required to enter the space to supervise or inspect, not merely stand outside and look in.

(a) Exceptions

(1) When CIVMARs are assigned to overhaul machinery, pumps, etc., on the tank tops, or in wells in tank tops where floor plates or grills are beside the equipment, no additional compensation is authorized.

(2) When CIVMARs are assigned to operational work such as turning a valve on pumps located on tank tops immediately below the floor plates, no additional compensation is authorized.

2. Unlicensed. Typically, this shall be the work of Unlicensed Engine Department CIVMARs. When Unlicensed CIVMARs are working below deck plates or entering bilges or cofferdams fouled by petroleum products or sewage for the purpose of cleaning, painting or repair, they are compensated at the applicable rate.

(a) Exceptions

(1) When CIVMARs are assigned to overhaul machinery, pumps, etc., on the tank tops, or in the wells in tank tops where floor plates or grills are beside the equipment, no additional compensation is authorized.

(2) When Wipers are assigned to clear limber holes, clean bilge strainers, or clear away debris or rags in bilges, no additional compensation is authorized.

(3) When CIVMARs are assigned to operational work such as turning a valve on pumps located on tank top immediately below the floor places, no additional compensation is authorized.

3. Applicable Rates

Licensed Engine (Duty Code 51)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime (Earning code OTN)

Unlicensed Atlantic Deck (Duty Code 51)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Atlantic Engine (Duty Code 51)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
Overtime Hours: Dirty work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN or OTN)

Unlicensed Pacific Deck (Duty Code 51)

Straight Time Hours: Cargo Rate (Earning code MHN)
Overtime Hours: Overtime Cargo Rate (Earning code MGN)

Unlicensed Pacific Engine (Duty Code 51)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
Overtime Hours: Dirty work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN or OTN)

d. Sewage (Engine Department)

1. CIVMARs assigned to perform work which causes contact with black water sewage or the dirty side of the Contaminated Holding Tank (CHT) or Marine Sanitation Device (MSD), they shall be compensated at the applicable rate. This includes when a CIVMAR is sent to the pier or barge to connect or disconnect sewage hoses, but shall not include connecting or disconnecting sewage hoses aboard the ship. This shall not be construed to be applicable to any other form of "waste disposal unit" other than for handling sewage.

2. Applicable Rates

Licensed Engine (Duty code 50)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Atlantic Engine (Duty code 50)

Straight Time Hours: Dry Cargo C Class Penalty Rate (Earning code FFN)
Overtime Hours: Dirty Work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN or OTN)

Unlicensed Pacific Engine (Duty code 50)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
Overtime Hours: Dirty work Overtime Rate or the CIVMAR's Overtime Rate,
whichever is higher (Earning code FAN or OTN)

e. Oil Spills

1. Unlicensed. In the event an oil spill occurs on deck, any CIVMAR assigned to assist in cleaning such spill shall be entitled to additional compensation at the applicable rate.

(a) Exceptions

(1) This payment shall not apply to the usual spillage which may occur as a result of breaking the joint of a hose.

(2) Wipers are required to clean up oil spills in the engine room and all other Engine Department spaces without additional compensation.

(3) This payment shall not apply until the spill has been contained.

2. Applicable Rates

Unlicensed Atlantic Deck (Duty code 33)

Straight Time Hours: Dry Cargo Class C Penalty Rate (Earning code FFN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Atlantic Engine (Duty code 33)

Straight Time Hours: Dry Cargo Class C Penalty Rate (Earning code FFN)
Overtime Hours: Overtime Rate (Earning code OTN)

Supply (Duty code 33)

Straight Time Hours: Dirty Work Rate as described in the Atlantic schedule of
wages pay notes (Earning code GSN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific Deck (Duty code 33)

Straight Time Hours: Cleaning Oil Spills Rate as described in the Pacific schedule
of wages pay notes (Earning code GSN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific Engine (Duty code 33)

Straight Time Hours: Dirty Work Rate (Earning code FBN)
Overtime Hours: Dirty Work Overtime Rate (Earning code FAN)

f. Clean-up Time

1. Unlicensed. When CIVMARs are assigned to enter the spaces described in this section, for the purpose of cleaning or repair, they shall be allowed one hour off with pay for cleaning clothes and washing up. When the hour is allowed during straight time, no additional compensation is authorized. When the hour is allowed during overtime hours, the overtime dirty work rate or the overtime rate, whichever is greater, shall be paid. When the hour cannot be allowed, CIVMARs shall receive an additional hour at the CIVMAR's overtime rate. (Duty code 33, earning code FAN or OTN, note "clean-up time" in remarks)

2. Pyramiding of premium pay is allowed for this section.

4-14. INSTALLING OR REMOVING EQUIPMENT

a. Unlicensed

1. **Chief Electricians/Electricians/Electronic Technicians.** When required to install any new equipment or equipment customarily installed by shipyard workers/contractors, during straight time hours, they shall be paid at the applicable rate.

(a) Exceptions

(1) New equipment shall not include installations of new or light equipment such as:

- a. Wiring
- b. Cabling
- c. Small motors
- d. Electric fans
- e. Armatures
- f. Coils and other small electrical fixtures and equipment

g. When electrical installations are made for the convenience of the crew, in crew messrooms, quarters, heads, etc.

(2) This provision shall not apply to removals, replacements or repairs to existing, worn out or defective equipment.

(3) Second Electricians will not be entitled to penalty pay for work performed under this provision.

2. **Refrigeration Engineers.** When required during straight time hours to make new installations which are in addition to refrigeration equipment presently installed, they shall be paid at the applicable rate.

(a) **Exception.** This provision shall not apply to removals, replacements or repairs to existing, worn out, or defective refrigeration equipment.

b. Applicable Rates

Electronic Technicians Atlantic (Duty code 41)

Straight Time Hours: Penalty Rate (Earning code PTN)

Electronic Technicians Pacific (Duty code 41)

Straight Time Hours: One-half (1/2) of the Engine Department Straight Time Cargo Rate as found in the Pacific Schedule of Wages special pay notes. (Earning code FLB)

Chief Electricians/Electricians/Refrigeration Engineers (Atlantic and Pacific) (Duty code 41)

Straight Time Hours: Penalty Rate (Earning code PTN)

4-15. WORKING ALOFT

a. Unlicensed Engine. Electronic Technicians and Electricians (of any rating) working aloft on range lights, navigation lights, cargo flood lights, blinker lights or topping winches that are located on masts shall receive penalty pay for such work during straight time hours.

1. Exception. This section does not apply while working aloft while standing on permanently installed kingpost platforms.

b. Communications Department. When members of the Communications Department are working aloft on antennas located on masts or outboard of permanently installed kingpost platforms, they shall receive penalty pay for such work during straight time hours.

c. Applicable Rates

Electronic Technicians Atlantic (Duty code 46)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Electronic Technicians Pacific (Duty code 46)

Straight Time Hours: One-half (1/2) of the Engine Department Straight Time Cargo Rate. (Earning code FLB)
Overtime Hours: Overtime Rate (Earning code OTN)

Electricians of any rating (Atlantic and Pacific) (Duty code 46)

Straight Time Hours: Penalty Rate (Earning code PTN)
Overtime Hours: Overtime Rate (Earning code OTN)

Communications Department (All) (Duty code 46)

Straight Time Hours: Penalty Rate (Earning Code PTN)
Overtime Hours: Overtime Rate (Earning Code OTN)

4-16. PAINTING AND SURFACE PREPARATION (SOUGEING, CHIPPING, Etc.)

a. Unlicensed

1. Deck

(a) CIVMARs may be required to chip, sougee, scale, prime and paint all Deck Department and non-CIVMAR quarters, passageways adjacent to all quarters, common areas, dining areas, lounges, laundries, galleys, pantries and ships offices between 0800 and 1700, Monday through Friday, without extra compensation. If assigned to perform this work in engine room spaces during regular straight time hours, they shall receive the penalty time rate. (Duty code 34, earning code PTN)

(b) In Port. CIVMARs may be required to chip, paint, sougee, scale and paint the vessel over the sides. However, Unlicensed CIVMARs shall not be required to work over the side or aloft when the vessel is loading or unloading explosives.

2. Engine

(a) Engine Utilitymen and Wipers shall paint in engine room and other Engine Department spaces during straight time hours without additional compensation.

(b) All other Unlicensed Engine Department CIVMARs shall receive penalty pay if required to paint, polish bright work, wire brush, chip or scale during straight time hours. (Duty code 34, earning code PTN)

(1) Exceptions

a. Pumpmen may be required to paint in the cargo pump room during straight time hours without additional compensation.

b. Refrigeration Engineers may be required to paint in heating, ventilation and air conditioning (HVAC) spaces during straight time hours without additional compensation.

3. Supply

(a) CIVMARs may be required to sougee and clean in Supply Department spaces during regular working hours without the payment of additional compensation.

(b) If members of the Supply Department are assigned to chip, paint and scale in Supply Department spaces, the work will normally be assigned outside of straight time hours. However, if assigned during straight time hours, they shall receive the penalty time rate. (Duty code 34, earning code OTN/PTN)

4. Communication. CIVMARs may be required to chip, paint and scale in Communication Department spaces, including antenna pedestals during regular working hours without additional compensation.

4-17. SPRAY PAINTING/SAND BLASTING/BEAD BLASTING

a. Unlicensed. When CIVMARs are required to use portable paint sprayers or portable sand blasting equipment, or if required to use bead blasting equipment on deck, they shall be paid at the applicable rate.

1. Exception. Payment is not provided for use of small handheld paint sprayers or for small enclosed sand blasters.

b. Applicable Rates

Unlicensed Atlantic (Duty code 34)

Straight Time Hours: Spray Guns and Sand Blasting Machine Rate as described in the
Atlantic Schedule of Wages pay notes (Earning code FDN)
Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed Pacific (Duty code 34)

Straight Time Hours: Cargo Straight Time Rate (Earning code MHN)
Overtime Hours: Overtime Rate (Earning code OTN)

4-18. TANK CLEANING/REPAIR

a. Licensed

1. Deck. When Licensed Deck Officers are required to enter a tank or cofferdam to actively supervise or inspect the cleaning of tanks/cofferdams, they shall be paid the applicable rate. “Actively supervise or inspect,” as contained in this provision means, that the Deck Officer is required to enter the tank to supervise or inspect, not merely stand topside and look down.

2. Engine. When Licensed Engine Officers are required to enter a tank or cofferdam to actively supervise or inspect the cleaning of tanks/cofferdams, they shall be paid the applicable rate. “Actively supervise or inspect,” as contained in this provision, means that the Engine Officer is required to enter the tank to supervise or inspect, not merely stand topside and look down.

b. Unlicensed

1. Cleaning. When CIVMARs are required to enter any tank for the purpose of cleaning or mucking, they shall be paid at the applicable rate.

2. When tanks are being cleaned and cleaning has been completed an additional three (3) hours premium pay shall be paid to each participating CIVMAR at the applicable rates in the Atlantic and Pacific pay notes. This rate is payable once per voyage. Tank cleaning performed during in port periods will be considered part of the previous voyage.

(a) Exception. CIVMARs are required to shift Butterworth-type machines or wash the tanks from the decks as part of their routine duties without additional compensation.

3. Repairing. When CIVMARs are required to enter tanks for the purpose of repairing, chipping, scaling, wire brushing or cementing within the tanks, they shall be paid at the applicable rate.

c. Applicable Rates

Licensed Deck (Duty code 31)

Straight Time Hours: Penalty Rate (Earning code PTN)
 Overtime Hours: Overtime Rate (Earning code OTN)

Licensed Engine (Duty code 31)

Straight Time Hours: Penalty Rate (Earning code PTN)
 Overtime Hours: Overtime Rate plus 10% of Overtime Rate (Earning code THN)

Unlicensed Atlantic (Duty code 31)

Straight Time Hours: Tankers and NFAF Oilers Class C Tank Cleaning Rate
 (Atlantic Schedule of Wages) (Earning code TKN)
 Overtime Hours: Tankers and NFAF Oilers Class C Tank Cleaning Rate plus
 applicable Overtime Rate (Atlantic Schedule of Wages) (Earning code TJN)

Unlicensed Pacific (Duty code 31)

Straight Time Hours: Straight Time Cargo Rate (Earning code MHN)
 Overtime Hours: Overtime Cargo Rate (Earning code MGN)

4-19. HANDLING MOORING LINES ASHORE

a. The practice of sending CIVMARs off the ship to handle mooring lines when docking and undocking is to be avoided as much as possible.

b. If any CIVMARs are required to go on the pier to handle mooring lines when docking or undocking, they shall be paid penalty time for such work in addition to any other compensation being earned. (Duty code 29, earning code PTN)

1. Pyramiding is allowed for this section.
- c. This provision shall not apply after the ship is properly moored and Unlicensed CIVMARs are required to put out additional lines or single-up lines during regular working hours.

4-20. FLEET SUPPORT VESSELS (ARS/ATF)

a. In performing a towing operation, the vessel and its tow are a unit. Deck Department CIVMARs on watch have the responsibility for making and breaking up the towing unit, without the payment of additional compensation.

1. Exceptions. Except as provided for in section 4-6.a., overtime shall be paid, whether on watch or off, when Licensed and Unlicensed CIVMARs are:

- (a) Called out outside of their regular hours.
- (b) Placed aboard a tow while underway to assist with any necessary inspection, repair and maintenance of machinery or equipment, including dewatering and repair of leaks. (Duty code 88, earning code OTN)
- (c) Required to work aboard a ship or other craft involved in a casualty that the support vessel is assisting. (Duty code 88, earning code OTN)

b. When CIVMARs assigned to the support vessel are required to sleep or eat aboard a ship or other craft involved in a casualty, the terms and conditions of CMPI 593 (Subsistence and Quarters) will apply.

c. This section shall apply if MSC operates any additional CIVMAR-manned class of support vessels which perform a similar type of mission.

4-21. SPECIAL WORK REQUIRING PREMIUM PAY. Premium pay may be applicable for work performed by CIVMARS aboard ships engaged in special projects which is of an unusual or hazardous nature. Examples of such work are as follows:

a. Arctic and Antarctic Work. CIVMARs performing work aboard ships on special projects in Arctic and Antarctic waters which is of an unusual or hazardous nature; such as recovery, repair, rehabilitation and planting of mooring buoys, recovery testing and repair of flexible oil discharge lines and associated marker buoys or work ashore to locate and rehabilitate navigational aids, shall be paid at the applicable rate:

1. Applicable Rates

Licensed (Duty code 90)

Straight Time Hours: Penalty Rate (Earning code PTN)

Overtime Hours: Overtime Rate (Earning code OTN)

Unlicensed (Duty code 90)

Straight Time Hours: Overtime Rate (Earning code OTN)

Overtime Hours: Overtime Rate (Earning code OTN)

b. Premium Pay for 21 Quad Cable Handling. During a cable watch, the 21 quad cable handling rate is payable to Unlicensed CIVMARs actually:

1. Engaged in the handling of 21 quad cable (or equivalent cable by weight) or
2. Overseeing 21 quad cable operations.

(a) Applicable Rates

Unlicensed (Duty code 11, earning code MBN)

Straight Time and Overtime Hours: 21 Quad Cable Handling Rate as found in the Atlantic Schedule of Wages pay notes

c. Surface Rescue Swimmers (SRS)

1. SRS certified CIVMARs assigned to SRS duties will receive, in addition to their normal compensation, the rate specified in the pay notes of applicable wage schedule when:

- (a) Flight quarters is in effect; and
- (b) Called out for SRS duties in support of flight quarters (Duty code F2, earning code MRS)
- (c) During required physical conditioning and training (required 5 hours per week) (Duty code F2, earning code MRS)
- (d) During required SRS equipment maintenance (required 1 hour per week) (Duty code F2, earning code MRS)
- (e) During required “in-water training” (required 2 hours per quarter in addition to the required 5 hours per week) (Duty code F2, earning code MRS)

2. Pyramiding is permitted under this section. (If pyramiding on overtime during flight quarters, additional entry duty code 26, earning code OTN, if pyramiding during physical conditioning, additional entry code F2, earning code OTN)

d. Work with Lead Paint and Asbestos

1. Removal of, or work with, lead paint or asbestos, shall not be the routine work of CIVMARs.

2. Only properly trained CIVMARs shall be required to do such work and they shall be compensated at the overtime rate for the hours worked during regular working hours. (Duty code 34, earning code OTN)

4-22. PREMIUM PAY WHEN LIBERTY IS RESTRICTED

a. CIVMARs are normally granted liberty in port when they are not scheduled to work. Restrictions of liberty which require premium payment will be paid for all off-duty hours in accordance with the terms of CMPI 630 (Leave and Liberty) and any other applicable agreements. (Duty code 85, earning code PTN)

b. If not specified by CMPI 630 (Leave and Liberty) or other applicable agreements, penalty time rates will apply.

c. Exception. CIVMARs performing duties which are compensated by premium pay, including security watch/fire party/reaction force.

4-23. PREMIUM PAY CONNECTED WITH DELAYS IN DEPARTURE

a. If the vessel's departure is delayed due to loading or discharging of cargo or the loading of bunkers or stores, the new departure time shall promptly be posted.

b. When any such delay exceeds one (1) hour and the sailing board has not been changed or canceled, CIVMARs who were:

1. Off-duty and called out in support of departure, will be dismissed and will receive two (2) hours of penalty pay for reporting when liberty expired. Pyramiding is permitted in this section. (Duty code 86, earning code PTN and OTN)

2. Off-duty in ports where liberty was permitted and required to return to the ship or remain on board, will receive penalty pay from the time required to report (liberty expired as posted on the sailing board) through to the time the vessel actually sails. (Duty code 86, earning code PTN)

c. Exception. The penalty pay described above shall not apply if sailing is delayed due to the breakdown of engine or cargo gear, impediments to navigation such as weather (rain, fog, etc.) or any other conditions beyond the Master's control.

4-24. HAZARD AREAS

a. Procedure for Payment

1. The Master/OIC is responsible for maintaining a record of all applicable hazard pay to which CIVMARS and midshipmen/cadets are entitled.

2. Sick Leave. When in the hazard area, CIVMARs are eligible for hazard pay if the illness or injury is incurred in the line of duty and not caused by the employee's willful misconduct.

3. Ashore on Annual Leave, Shore Leave, or absent from duty without Authorization. Hazard pay is not payable to a CIVMAR on annual or shore leave or when absent from duty without authorization for a full day (midnight to midnight).

4. Separated or Repatriated CIVMARs. When in the hazard area, Hazard pay will be paid during a CIVMAR's repatriation unless the CIVMAR has been separated from the ship due to voluntary resignation, desertion from the ship or termination.

b. Areas

1. War Zone (Duty code E4, earning code BWB)

(a) Entitlement. A war zone payment of one hundred percent (100%) of the applicable daily base salary is payable to each CIVMAR while employed on a ship, when in an area announced as a war zone by COMSC in accordance with direction from higher authority.

(b) Computation. A war zone payment is to be computed on a daily basis with any portion of a day in the area considered a full day for payment purposes. Payment is computed on a base salary only; it is not computed on premium pay or any other compensation.

(c) Termination. The war zone payment will be terminated on the day following the date the area is no longer considered a war zone, or on the day following the date when a ship or a CIVMAR departs the designated area.

2. Imminent Danger Pay (IDP) (Duty code B4, earning code EDP)

(a) Entitlement. CIVMARs are entitled to IDP for qualifying service during a day or portion of a day in which they are on official duty in an area designated by the Secretary of Defense.

(b) Computation

(1) IDP is a monthly payment calculated and paid on a day-for-day basis.

(2) Daily payment shall be the amount equal to 1/30th of the maximum monthly amount as specified in DoD Financial Management Regulations.

(3) Total monthly payments shall not exceed the maximum amount as specified in DoD Financial Management Regulations regardless of the number of days in the month.

a. Total payment for months with 28, 29, or 31 days will equal the maximum amount as specified in DoD Financial Management Regulations if all days within the month qualified within this section.

(c) Exclusion. IDP is not authorized if CIVMARs are receiving any Area Bonus as provided for in this section.

(d) Termination of IDP. IDP will be terminated the day following the date the Secretary of Defense's designation is no longer effective.

3. Vessel Attack Payment (Duty code E5, earning code EVB)

(a) When authorized by COMSC, a flat sum vessel attack payment is payable to each CIVMAR aboard a ship when in an area declared a war zone and the conditions specified below result from direct war hazard to the ship. Direct war hazard means active attack by gunfire, torpedo, bomb or other missile directed at a ship. It does not include hazard from mines, ammunition aboard ship, grounding or other factors.

(b) Vessel attack payment is payable to CIVMARs each time an MSC ship is subject to war hazard resulting in conditions specified below, regardless of whether the ship is in port, at anchorage or on the high seas.

(c) Vessel attack payment is payable when any of the following conditions are met. A warning shot across the bow in compliance with International Law does not constitute an "attack."

(1) The ship is damaged or destroyed. Damage need not be such that the ship is in immediate danger of sinking.

(2) One or more CIVMARs assigned to the ship is injured or killed. Injury need not be such that the employee is in danger of permanent incapacitation or death.

(d) Only one vessel attack payment is to be paid during the course of a shift from one port or anchorage to another port or anchorage.

4. Harbor Attack Payment (Duty code E6, earning code EHB)

(a) When authorized by COMSC, a flat sum harbor attack payment is payable when in a declared war zone to each CIVMAR assigned aboard an MSC ship in port or anchorage within a harbor and the harbor or ship itself is attacked.

(b) Only one harbor attack payment is payable if CIVMAR receives a vessel attack payment the same day.

4-25. PERSONNEL ASSIGNED OR DETAILED TO SHIPS IN REDUCED OPERATIONAL STATUS (ROS)

a. Licensed

1. General Provisions. This section applies to personnel assigned or detailed to ships in Reduced Operational Status (ROS).

2. Hours of Work. The administrative workweek for Licensed CIVMARs shall be five (5) consecutive days of eight (8) hours each, Monday through Sunday. The workweek may be staggered to begin on any day of the week, and the eight (8) hour workday may be any time between 0001 and 2400, at the discretion of the Master or Officer-In-Charge (OIC), to provide a flexible work schedule.

3. Premium Pay. Overtime shall be paid for all work in excess of eight (8) hours per day, 40 hours per week or for work performed on holidays. Overtime is not payable for work on Saturdays and Sundays if those days fall within the regular 40 hour workweek. Time spent in a regular duty status, Monday through Friday, while assigned to an active ship or not detailed to an ROS ship, will be considered in computing the basic 40 hour workweek.

b. Unlicensed

1. General Provisions. This section applies to CIVMARs assigned or detailed to ships in Reduced Operational Status (ROS).

2. Hours of Work. Normally, the use of the Alternative Work Schedule (AWS) shall be limited to a vessel which has been designated as ROS and not ready for tasking for a period of at least 30 consecutive days or more. The administrative workweek for Unlicensed CIVMARs shall be five (5) consecutive days of eight (8) hours each, Monday through Sunday. The workweek may be staggered to begin on any day of the week, and the eight (8) hour workday may be any time between 0001 and 2400, at the discretion of the Master or Officer-In-Charge (OIC), to provide a flexible work schedule.

3. Premium Pay. Overtime shall be paid for all work in excess of eight (8) hours per day (40 hours per week) or for work performed on holidays. Overtime is not payable for work on Saturdays and Sundays if those days fall within the regular 40 hour workweek. Time spent in a regular duty status, Monday through Friday, while assigned to an active ship or not detailed to an ROS ship, will be considered in computing the basic 40 hour workweek

4-26. LICENSED DECK OFFICERS

a. Licensed Deck Officer Overtime and Penalty Time (Excluding Master)

1. Licensed Deck Officers (excluding Masters) shall receive overtime for those times that they are required to remain on board available for duty in port and for all watches stood or work performed:

(a) Off watch or outside of regularly scheduled duty hours, Monday through Friday.

(b) In excess of the regularly assigned eight (8) hours of duty, except as otherwise provided in this instruction. (Duty code 03, earning code OTN)

(c) On Saturday, Sundays, or holidays. (Duty code 01, earning code OTN)

(d) Between the hours of 1700-0800, Monday through Friday, for the first 30 days a ship is in CONUS ports (including Alaska, Hawaii, and Guam) provided other CIVMARS aboard the ship are receiving extra compensation for similar duty under similar circumstances. The 30 day period commences when the ship arrives in port and terminates at 2359 on day 30. A berth shift of the vessel during the 30 day period does not interrupt or reset the 30 day period. A vessel that departs port will recommence a new 30 day period when the ship arrives in a CONUS port (Duty code 02, earning code FWN).

(e) Exceptions

(1) As provided in section 4-7, regarding all ships carrying ammunition. (Duty code 02, earning code FWN)

(2) The penalty rate of pay will be paid for all night watches stood between 1700-0800 Monday through Friday, in excess of the first 30 days a Ship is in a CONUS port (including Alaska Hawaii and Guam.) The penalty rate of pay will commence at 0001 on day 31 of the in port period. (Duty code 02, earning code PTN).

(3) Licensed Deck Officers on all vessels shall receive penalty pay at sea, Monday through Friday, for regular watches stood by watchstanding Officers in excess of the first eight (8) hours of straight time and/or overtime, but excluding supper relief. (Duty code 03, earning code PTN)

2. Licensed Deck Officers currently do not receive any additional compensation for standing routine night watches in foreign ports. If, in the future, other CIVMARs aboard the ship receive extra compensation for standing routine night watches in foreign ports, Licensed Deck Officers will also be eligible for extra compensation for similar duty under similar circumstances.

b. Prohibited Work

1. Licensed Deck Officers shall not be required to paint, chip, scale, polish bright work, use hand tools customarily used by Unlicensed CIVMARs for any purpose, tighten dogs on reefer doors, open or close hatches, spot or trim cargo gear or do any other work customarily assigned to Unlicensed CIVMARs.

(a) Exception. In an emergency, penalty time, in addition to any other premium pay they may be receiving, shall be paid to Licensed Deck Officers if required to perform the above mentioned work. Pyramiding is authorized. (Applicable duty code, Earning Code PTN)

c. Unassigned Administrative Work

1. When a Purser and/or Medical Service Officer is not assigned or available, all administrative work for clerical support of all departments, with the exception of the Deck Department, will be performed by a Licensed Deck Officer designated by the Master. If a qualified Deck Officer is not reasonably available, the Master shall perform that duty. (Duty code 93, earning code PTN)
2. Clerical work shall be performed during regular duty hours and shall be payable at the penalty rate.

3. In the event that such clerical work is directly related to the Master's financial responsibility the Master will be required to perform the necessary work and shall be compensated at the Master's financial responsibility rate, located in the pay notes of the applicable schedule of wages (Duty code 07, earning code MFN).

4. Pyramiding of premium pay is allowed for this provision.

d. Pilotage

1. No pilotage compensation is authorized when a pilot is embarked.
2. When a pilot is unavailable and the Master or a Licensed Deck Officer is required to perform pilot services, compensation will be as follows:

(a) Master. Overtime for each hour in excess of the Master's minimum for each move on pilotage grounds. (Duty code 06, earning code OTN)

(b) Licensed Deck Officers. Overtime for each hour while on pilotage grounds. (Duty code 06, earning code OTN)

(c) Exception. Pilotage compensation will not be paid for in emergencies.

3. The hours of pilotage will be recorded in the ship's deck log.
4. Pilotage grounds shall mean that body of water upon which the vessel would be required by law, regulation or decree of a government to use the services of a certified pilot, or where pilots are available to be employed.
5. Piloting is not a normal duty. Masters and Licensed Deck Officers are encouraged but not required to acquire appropriate pilotage endorsements for ports in which pilotage could be frequently performed.

6. When the Master is required to perform pilot services during periods of restricted visibility, another Deck Officer in addition to the watchstander shall be stationed on the bridge to assist in the navigation and handling of the vessel or performing such duties as the Master may direct. The presence of the additional Licensed Deck Officer on the bridge shall not be mandatory when the Master is piloting at other times.

e. Chief Officer (Cable)

1. The following shall apply only to the Chief Officer (Cable):

(a) At Sea. Shall be required to work whatever hours Monday through Sunday and holidays, found necessary to accomplish assigned duties without additional compensation.

(b) In Port. Shall receive all additional compensation accorded other Licensed Deck Officers.

f. Master Overtime Compensation

1. Masters shall receive one (1) hour of overtime pay at the applicable rate in the schedule of wages for each day they are on the payroll, in a duty status or on approved leave. This is applicable at sea, in port, on paid leave, in training, in the pool or assigned to new construction. (Duty code 05, earning code OTN)

2. At Sea. The Master is expected to be on-call 24/7 without payment of additional compensation. If the Master is required to perform work, other than pilotage, in excess of the one (1) hour minimum, the Master shall only be compensated for the one (1) hour daily minimum.

3. In Port. The Master is expected to be on-call 24/7 without payment of additional compensation. If the Master is required to perform work in excess of the one (1) hour minimum, the first hour worked shall be charged as daily minimum, and subsequent hours worked will be charged to the appropriate duty code, as compensatory time. The work performed is to be of a skill and responsibility level appropriate to the Master's position, and be of an immediate concern.

4-27. LICENSED ENGINE OFFICERS

a. Licensed Engine Officer Overtime and Penalty Time (Excluding Chief Engineer)

1. Licensed Engine Officers (excluding Chief Engineers) shall receive overtime for the following work performed:

(a) On Saturdays, Sundays, and holidays.

(b) Off watch or outside of regularly scheduled duty hours Monday through Friday.

(c) In excess of the first regularly assigned eight (8) hours of duty, except as otherwise provided in this instruction.

(d) Between the hours of 1700-0800, Monday through Friday, for the first 30 days a ship is in CONUS ports (including Alaska, Hawaii, and Guam) provided other CIVMARS aboard the ship are receiving extra compensation for similar duty under similar circumstances. The 30 day period commences when the ship arrives in port and terminates at 2359 on day 30. A berth shift of the vessel during the 30 day period does not interrupt or reset the 30 day period. A vessel that departs port will recommence a new 30 day period when the ship arrives in a CONUS port (Duty code 02, earning code FWN).

(e) Watchstanding Engine Officers shall be paid overtime for the regular watches stood on Saturdays, Sundays and holidays. (Duty code 01, earning code OTN)

(f) If the duty engineer is required to perform additional maintenance and repair (M&R) duties beyond those required to correct the condition which activated the unattended engine room alarm. Overtime only is payable for the first three (3) hours of M&R. After the first three (3) hours, overtime and penalty pay will be paid (Duty code 42). Pyramiding of premium pay is allowed under this provision.

2. Licensed Engine Officers (excluding Chief Engineers) shall receive penalty pay:

(a) In Port. When standing by as the duty engineer, while the ship is being operated in an unattended engine room mode. When the duty engineer is responding to an unattended engine room alarm, no additional compensation is payable for work performed by the duty engineer to correct the condition that activated the alarm. (Duty code 02, earning code PTN)

(b) Licensed Engine Officers on all vessels shall receive penalty pay at sea, Monday through Friday, for regular watches stood by watchstanding Officers in excess of the first eight (8) hours of straight time and/or overtime, but excluding supper relief. (Duty code 03, earning code PTN)

(c) The penalty rate of pay will be paid for all night watches stood between 1700-0800 Monday through Friday, in excess of the first 30 days a Ship is in a CONUS port (including Alaska, Hawaii and Guam.) The penalty rate of pay will commence at 0001 on day 31 of the in port period. (Duty code 02, earning code PTN).

(d) Licensed Engine Officers currently do not receive any additional compensation for standing routine night watches in foreign ports. If, in the future, other CIVMARS aboard the ship receive extra compensation for standing routine night watches in foreign ports, Licensed Engine Officers will also be eligible for extra compensation for similar duty under similar circumstances.

b. Chief Engineer Overtime Compensation

1. Chief Engineers shall receive one (1) hour of overtime pay at the applicable rate in the schedule of wages for each day they are on the payroll in a duty status or on approved leave. This is applicable at sea, in port, on paid leave, on training, in the pool or assigned to new construction. (Duty code 05, earning code OTN)

2. At Sea. The Chief Engineer is expected to be on-call 24/7 without payment of additional compensation. Even if the Chief Engineer is required to perform work in excess of the one (1) hour minimum, the Chief Engineer shall only be compensated for the one (1) hour Chief Engineer minimum.

(a) Exception - Chief Engineers assigned to stand regular watches

Notwithstanding anything to the contrary in this instruction, the following shall apply to Chief Engineers when assigned to stand regular watches, at sea on ships reduced to a total of three (3) qualified licensed engineers including the Chief Engineer. Overtime is payable for regular watches stood at sea on Saturday, Sunday and holidays. This is only applicable when a Chief Engineer is required to stand watch for reasons beyond the control of the vessel. (Duty Code 01, Earning Code OTN).

3. In Port. The Chief Engineer is expected to be on-call 24/7 without payment of additional compensation. If the Chief Engineer is required to perform work in excess of the one (1) hour minimum, the first hour worked shall be charged as the Chief Engineer minimum and subsequent hours worked will be charged to the appropriate duty code. The work performed is to be of a skill and responsibility level appropriate to the Chief Engineer's position, and be of an immediate concern.

c. Prohibited Work. Penalty pay is payable to Licensed Engine Officers during straight time hours when required to paint, chip, scale, polish bright work, do any cleaning up work, blow boiler tubes except by fully automatic means, or do any other work customarily assigned to unlicensed personnel. Prohibited work also includes burning and welding outside of machinery spaces, except as directly connected with the engineer's duties for the maintenance and repair of the ship's machinery or piping, or re-piping of a ship.

4-28. SUPPLY DEPARTMENT (UNLICENSED)

a. Hours of Work

1. Dayworker. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

2. Supply Department Food Handlers and Service Personnel

(a) At sea or in port the normal working day shall be 8 hours in a spread of 12 hours between 0630 and 1830 Monday through Sunday and Holidays. These hours may be

shifted one hour either way without additional compensation. Overtime is payable for any work performed during off duty periods within the 12 hour spread, for any work performed outside the 12 hour spread and for any work performed on Saturdays, Sundays, or Holidays.

- (b) Normally, the defined schedule will be as follows:

0630-0700 - Work
 0700-0730 - Meal
 0730-1000 - Work
 1000-1030 - Off-duty
 1030-1100 - Work
 1100-1130 - Meal
 1130-1330 - Work
 1330-1530 - Off-duty
 1530-1630 - Work
 1630-1700 - Meal
 1700-1830 - Work

3. Fourth Meal (Not Hot Night Lunch)

(a) When augment are assigned to a vessel to prepare and serve a fourth meal, their regular hours of work shall be:

- (1) 2130 to 0630 Monday through Sunday and holidays.
- (2) Two (2) 30 minute meal breaks are allowed during this period.
- (3) These hours may be shifted one hour in either direction without additional compensation.

b. Premium Pay

1. Supply Officer, Junior Supply Officer, Yeoman Storekeeper and Assistant Yeoman Storekeeper, Dayworking Supply Utilityman and Laundryman

(a) Overtime is payable at the applicable rate for all work performed in excess of eight (8) hours per day, any work performed on Saturdays, Sundays or holidays, or any work performed outside normal working hours.

2. Chief Stewards/Steward Cooks, Cooks and Supply Utilityman (spread)

(a) Overtime is payable for any work in excess of eight hours per day or any work outside the spread of twelve hours and for any work performed on Saturdays, Sundays or Holidays.

(b) In Port. Only the minimum number of CIVMARs required to perform work on Saturdays, Sundays or Holidays will be required to be on hand.

(c) No additional compensation is authorized for performing routine duties, during regular working hours, which shall include:

(1) Handling ship's provisions and linen placed aboard the ship and doing general cleaning

(2) Participating in UNREP operations during replenishment at sea

(3) Preparing and serving three (3) regular meals

(4) Working and cleaning in:

a. Storerooms

b. Linen/gear lockers

c. Public toilets

d. Showers

e. Washrooms

f. Officer's quarters

g. CPO quarters

h. Ship's/self service laundry

i. Mess rooms

j. Galley

k. Alleyways

l. Passageways

c. Services Provided to Extra Persons

1. No extra meals are to be served without authorization from the Master or the Officer-In-Charge (OIC).

(a) Exception. This section does not apply if additional Supply Utilitymen and cooks augment the ship's crew to support extra persons.

2. When the Chief Stewards/Steward Cooks, Cooks, Laundrymen and Supply Utilitymen are assigned duties to either feeding or directly providing hotel services to the extra persons aboard for each day or portion of a day that 20% or more of extra persons are carried aboard and these services for these additional personnel are provided, they shall be paid at the rate of 10% of the CIVMAR's daily base pay. The 20% shall be calculated as a percentage of the CIVMAR crew on the ship's authorized manning scale. (Duty code E2, Earning Code BSN)

(a) Exception. When the total number of persons aboard T-ATF or T-ARS vessels is 55% or more above the authorized manning scale, compensation shall be paid as above, when those personnel are aboard to support mission operations or for other purposes.

3. Extra persons are persons carried who are in addition to the personnel aboard to perform the mission of the ship.

4. Extra persons include:

- (a) Visitors
- (b) Dignitaries and personnel (military or civilian) being transported as passengers or transients
- (c) Technical Representatives
- (d) Sponsor personnel whose normal/regular duty assignment is shoreside
- (e) Shipyard contractors
- (f) All personnel identified on the ship's crew list as transient personnel

5. Examples of personnel aboard to perform the mission of the ship include:

- (a) Air Detachments
- (b) Mobile Diving Salvage Units (MDSU)
- (c) Security detachments
- (d) Sponsor mission personnel whose duty assignment is the ship
- (e) Embarked military staff
- (f) Medical Treatment Facility (MTF) cadre

(g) Subtender repair facility staff

6. This section may be reviewed and amended as new ship acquisitions occur or as ship missions change.

d. Extended Meal Hours. When meal hours are extended for any reason, with proper authorization and CIVMARs are unable to eat within the normal serving hours, any CIVMARs required to stand by to prepare and serve meals shall be paid penalty time during regular duty hours for the time the meal is extended or overtime if in excess of eight hours worked in any one (1) day. (Duty code 58, earning code OTN/PTN)

e. Serving Meals outside the Messroom

1. When CIVMARS are required to serve anyone outside of their respective messrooms for any reason, they shall be paid the applicable overtime or penalty rate. (Duty code 59, earning code OTN/PTN)

(a) Exceptions

(1) When meals are served to personnel during regular working hours due to illness or quarantine.

(2) When meals are served on the bridge or in the engine room to Officers involved in operations necessary for the safe navigation of the vessel.

(3) When meals are served as a barbecue, cookout, or picnic solely for ships personnel.

f. Domestic Refrigeration Boxes

1. When CIVMARs are required to clean or defrost walk-in meat boxes and walk-in chill boxes in ships which are feeding, overtime shall be paid to Supply Department CIVMARs. Such work shall be scheduled outside of the regular spread. (Duty code 55, earning code OTN)

(a) Exception. This provision does not apply to daily or routine sanitary or maintenance work, such as: keeping meat and chill boxes neat and orderly, sweeping, cleaning out paper wrappings, crates, etc.

4-29. DAMAGE CONTROL INSTRUCTORS

a. Hours of Work. At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

b. Overtime. Overtime shall be paid for work performed in excess of eight (8) hours per day Monday through Friday and at any time on Saturday, Sunday and holidays. (Duty code 87, earning code OTN).

c. Hazard pay and bonus provisions. Section 4-23., applies to Damage Control Instructors during the period they are assigned aboard ship.

1. Exception. The non-watchstanding compensation provision contained in the schedule of wages is not applicable to Damage Control Instructors.

4-30. CARPENTER DUTIES (UNLICENSED DECK)

a. On ships with Boatswain Mates, rough and finished carpenter duties may be assigned to that position, during straight time hours, without the payment of any additional compensation. If rough and finished carpenter duties are assigned to an Able Seaman or Ordinary Seaman, the applicable penalty rate shall be paid during all straight time hours performing this work. (Duty Code E9, earning code PTN.).

1. Exception. When CIVMARs are required to assist the CIVMAR assigned to the above carpenter duties, no additional compensation shall be paid during their regular working hours.

4-31. UNLICENSED JUNIOR ENGINEER. Routine duties shall include performance of maintenance and repair work in the Engine Department spaces and on related systems, without additional compensation during straight time.

Section 5. Definitions

	Paragraph no.
Definitions.....	5-1

5-1. DEFINITIONS

Bead blasting equipment - A walk-behind deck blasting machine.

Black water - Outflow from any head to and including the untreated side of the Contaminated Holding Tank (CHT), and/or Marine Sanitation Device (MSD).

Callbacks in port - When CIVMARs ashore are required to return to the vessel for unscheduled work outside of their normal working hours.

Callout period - The 30 minute period prior to when CIVMARs are required to report for mandatory work outside of their normal work hours.

Cargo - Any item intended for transfer to or received from any vessel, unit or activity. This does not include items identified for own ships use or to support embarked detachments.

Carpentry (Finished) - Woodworking to include: Building furniture, decorative woodwork, permanent shelving, name boards, etc.

Carpentry (Rough) - Woodworking to include: Building crates, wedges, fabricating shoring. Does not include blocking and bracing within cargo holds.

Compensatory time - Leave time elected by the CIVMAR in lieu of overtime payment on an hour-for-hour basis.

Continuous Overtime - A pay entitlement resulting when the interval of time between the end of an overtime period and the start of another is two (2) hours or less.

Dayworkers - At sea or in port, CIVMARs not assigned to a watch, are assigned to work during eight (8) hours of duty between 0800 and 1700, Monday through Friday. Normally, the hours of work shall be 0800-1200 and 1300-1700.

Delayed departure - When the vessel's scheduled departure is delayed in excess of one (1) hour from the posted time on the sailing board.

Duty Engineer - Qualified licensed Engineering Officer assigned to respond to alarms emanating from the remote engine room alarm system while the ship is being operated in an unattended engine room mode. The Duty Engineer is normally assigned for a 24 hour period.

Enclosed Spaces - The following spaces are considered enclosed spaces for the purpose of this instruction:

1. Boilers
2. Condensers and hot wells
3. Engine air manifolds
4. Air receivers and plenums
5. Engine lube oil sumps
6. Any other similar enclosed spaces

Explosives - Ships will be deemed to be carrying explosives when 50 or more short tons of explosives are aboard.

Extra persons - For the purpose of this instruction extra persons include:

1. Visitors
2. Dignitaries
3. Tech reps
4. Sponsor personnel not assigned to the ship
5. Shipyard contractors
6. All personnel identified on the ship's crew list as transient personnel

Fourth Meal - A full service meal in support of embarked detachments with a large number of personnel on duty between 1800-0600.

Gangway Watch - Safety and security watch stood by members of the Deck Department while a vessel is in port.

Holidays - When by Executive Order or other means, a holiday for leave and pay purposes is granted to all Federal Government civilian personnel then CIVMARs will also be granted a holiday for leave and pay purposes unless otherwise prohibited. The following are legal public holidays for civilian marine personnel:

1. New Years Day, January 1
2. Martin Luther King's Birthday, the third Monday in January
3. Washington's Birthday, the third Monday in February
4. Memorial Day, the last Monday in May
5. Independence Day, July 4
6. Labor Day, the first Monday in September
7. Columbus Day, the second Monday in October
8. Veterans Day, 11 November
9. Thanksgiving Day, the fourth Thursday in November
10. Christmas Day, December 25

Liberty - The ability of CIVMARs to go ashore when they are not scheduled to work.

Longshoreman Duties - The following work assignments are deemed to be longshoreman duties:

1. Winch Signalman
2. Slinging (both aboard the vessel and on the pier)
3. Crane/Boom winch operators. This includes spotting the booms.
4. Forklift operator off the ship and those at the loading location on deck
5. Designated cargo loading safety observer
6. Work ashore in support of airhead operations

Mandatory Overtime - Anytime a CIVMAR must work outside of their normally assigned hours for mission related or emergent work.

Masts - For the purpose of this instruction masts are the locations where masthead and range lights are installed. Kingposts that have permanent platforms installed are not considered masts.

Mission related embarked personnel - Includes:

1. Air detachments
2. Mobile dive and salvage units (MDSU)
3. Security detachments
4. Sponsor mission personnel whose duty assignment is on the ship
5. Embarked military staff
6. Medical treatment facility cadre
7. Subtender repair facility staff

New equipment - Equipment customarily installed by shipyard workers and/or contractors.

Night Lunch - Hot or cold meal provided to CIVMARS under specific circumstances, outside of normal serving hours.

Overtime pay - Premium pay earned for work performed outside of regular working hours and all work performed on Saturdays, Sundays and holidays.

Pyramiding - Simultaneous application of premium pay rates.

Penalty Meal - Paid when a CIVMAR is not given a full, unbroken hour off-duty for meals and rest.

Penalty pay - Premium pay earned for certain types of work.

Pilotage Grounds - A body of water upon which a vessel would be required by law, regulation or decree of a government to use the services of a pilot, or where pilots are available to be employed.

Port Security and Safety Watches - A watch, separate from the gangway watch, comprised of CIVMARs who are required to remain aboard a vessel in port for the safety and security of the ship and/or cargo.

Port watches - Watches that commence one (1) hour after the vessel is securely anchored or moored in any port where the ship is to remain in excess of 24 hours. Generally these CIVMARs work for eight (8) hours on and have 16 hours off in each 24 hour period.

Portable Paint Sprayers - Airless paint spraying systems where the paint source is separate from the sprayer. For the purpose of this instruction, self-contained, hand-held paint sprayers are not considered portable paint sprayers.

Premium Pay - Additional compensation over and above base pay applicable under certain working conditions for certain types of work performed, or for work in excess of straight time hours (e.g. overtime, penalty pay, cargo pay, dirty work pay, etc.).

Premium Pay dispute - A dispute concerning the interpretation or application of CMPI 610 work rule provisions. (See Appendix A)

Required drills - Drills required by the United States Coast Guard (USCG) or the American Bureau of Shipping (ABS).

Rest Period - Time off duty during a CIVMARs regular duty hours, other than leave.

Sea Watches - Established work hours at sea for Deck, Engine and Communications Department watchstanders. Generally, Deck and Engine Department CIVMARs work four (4) hours on and eight (8) hours off in each 12 hour period. Communication Department CIVMARs may work eight (8) hours on and 16 hours off in each 24 hour period.

Ship Stores - Any item, including provisions, identified for own ship's use by any department, embarked detachment or crew.

Sorting Trash - When personnel are assigned to hand sort trash by commodities such as paper, plastic, glass, metal, wood, and general trash.

Spread workers - Supply Department CIVMARs assigned to work eight (8) hours in a spread of 12 between 0630 and 1830.

Surface Rescue Swimmer - A qualified CIVMAR assigned the Surface Rescue Swimmer duties onboard an air-capable ship.

Tank cleaning - Entering a tank for the purpose of cleaning or mucking tank residuals.

Trash - Any waste generated by the ship for proper disposal, including hazardous material.

Trash Handling Equipment - Shall include the following:

1. Pulper
2. Pucker
3. Glass shredder
4. Metal shredder
5. Compactor

Note: the ship's incinerator is not considered trash handling equipment

Tow Unit - Comprised of the towing vessel and its tow.

Voluntary Overtime - Overtime periods in which the CIVMAR volunteers to work.

Watch Below - CIVMARs who are not on duty.

Watchstanders - CIVMARs on a rotational work shift schedule. Watchstanders of the Deck and Engine Department generally work four (4) hours on duty and eight (8) hours off duty at sea and eight (8) hours on duty followed by 16 hours off duty in port. Watchstanders in the Communications Department generally work eight (8) hours on duty and 16 hours off duty at sea and in port. Alternate watch schedules may be required.

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Appendix 1
PREMIUM PAY DISPUTE / GRIEVANCE FORM
***All fields must be completed legibly**

Section 1: NAME OF SHIP		Section 2: DATE SUBMITTED
Section 3: NAME OF EMPLOYEE(S)	Section 4: POSN	Section 5: CMPI PROVISION IN DISPUTE (REQUIRED)
Section 6: EMPLOYEE(S) CLAIM/DATE OF DISPUTE/REMEDY REQUESTED: (Must be filed within 30 days of the issue in dispute)		
<hr style="border-top: 1px solid black; margin-bottom: 5px;"/> EMPLOYEE(S) SIGNATURE/DATE (Please use additional sheet if necessary)		
Section 7: STATEMENT OF FACTS: (To be completed by Department Head. Please verify that this form is filed within 30 days of the issue in dispute.)		
DATE RECEIVED/DATE RETURNED TO EMPLOYEE: _____		
<hr style="border-top: 1px solid black; margin-bottom: 5px;"/> DEPARTMENT HEAD SIGNATURE/COMMENT DATE (Please use additional sheets if necessary)		

(1 of 3)

Section 8: MASTER'S COMMENTS:**DATE RECEIVED/DATE RETURNED TO EMPLOYEE(S):** _____

MASTER'S SIGNATURE/DECISION DATE
(Please use additional sheets if necessary)**Section 9: EMPLOYEE, PLEASE CHOOSE ONE OF THE FOLLOWING:****I WISH TO SUBMIT THIS PREMIUM PAY DISPUTE IN ACCORDANCE
WITH THE APPLICABLE GRIEVANCE PROCEDURES.****I AM SATISFIED WITH THE MASTER'S RESPONSE.**

EMPLOYEE(S) SIGNATURE/DATE

(2 of 3)

Section 10: DATE SUBMITTED TO MSC N1 (REQUIRED WHEN NOT RESOLVED ONBOARD SHIP):

Section 11: DATE RECEIVED BY MSC N1:

Section 12: ACTION BY MSC N1:

Section 13: DATE COMPLETED AND RETURNED TO EMPLOYEE:

Section 14: SHIP DISTRIBUTION (IF NOT RESOLVED ONBOARD SHIP)

Original and 1 copy to MSC N1
1 copy retained onboard ship

Section 15: MSC RESPONSE DISTRIBUTION

1 copy to employee
1 copy to be retained onboard ship
1 copy to MSC N1

Attachment 1
DHAMS DUTY CODE/ EARNING CODE LISTING
(AUGUST 2013 REVISION)

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
01	ROUTINE S/S/H WATCH (ALL DEPTS)	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
02	NIGHT WATCH IMPORT CONUS (LIC)	FWN	FIRST 30 DAYS	4-26 4-27
		PTN	PENTALY PAY	
03	WATCHES IN EXCESS OF 8 HOURS	CTE	COMP TIME EARNED	4-1 4-26 4-27
		OTN	OVERTIME	
		PTN	PENTALY PAY	
04	SECURITY / SAFETY WATCH	CTE	COMP TIME EARNED	4-1 4-7
		GGN	SECURITY/SAFETY WATCH & PREP CARGO HOLDS (PAC UNL)	4-8
		OTN	OVERTIME	4-9
		PTN	PENALTY PAY	
05	MASTER / CHENG MINIMUM	CTE	COMP TIME EARNED	4-26 4-27
		OTN	OVERTIME	
06	PILOTAGE	CTE	COMP TIME EARNED	4-26
		OTN	OVERTIME	
07	MASTER'S FINANCIAL RESPONSIBILITIES	CTE	COMP TIME EARNED	4-1
		MFN	MASTER'S FINANCIAL RESPONSIBILITIES	4-26
08	LAN ADMIN DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
09	NON-WATCH RADIO ROOM DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
10	CABLE WATCH	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
		PTN	PENALTY PAY	
11	21-QUAD CABLE HANDLING (UNL)	MBN	21 QUAD HANDLING (MIN)	4-21
12	ARRIVAL DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
13	DEPARTURE DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
		CTE	COMP TIME EARNED	
14	SECURE FOR SEA / STORM PREPS DUTIES	OTN	OVERTIME	4-1
		CTE	COMP TIME EARNED	
		CTE	COMP TIME EARNED	
15	OPS OFFICER / CHIEF DUTIES	OTN	OVERTIME	4-1
		CTE	COMP TIME EARNED	
		CTE	COMP TIME EARNED	
16	SHIFT SHIP DUTIES	OTN	OVERTIME	4-1
		CTE	COMP TIME EARNED	
		PTN	PENALTY PAY	
17	DUTY ENGINEER	CTE	COMP TIME EARNED	4-27
		OTN	OVERTIME	
		PTN	PENALTY PAY	
18	NAVIGATION DEPT UPKEEP	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
		CTE	COMP TIME EARNED	
19	CARGO HANDLING / PREP CARGO HOLDS	OTN	OVERTIME	4-9
		CTE	COMP TIME EARNED	
		GGN	SECURITY/SAFETY WATCH & PREP CARGO HOLDS (PAC UNL)	
		MGN	OFF DUTY - REF: CMPI 610 FOR POS/COAST ENTITLEMENT	
		MHN	ON DUTY - REF: CMPI 610 FOR POS/COAST ENTITLEMENT	
		OTN	OVERTIME	
20	UNREP / CARGO GEAR MAINT REPAIRS	PTN	PENTALY PAY	4-1
		CTE	COMP TIME EARNED	
		OTN	OVERTIME	
21	EXPLOSIVE HANDLING / SUPERVISION	ERN	ON DUTY - EXPLOSIVE SUPERVISION (LIC)	4-9
		EXN	OFF DUTY - EXPLOSIVE SUPERVISION (LIC)	
		ERN	ON DUTY - EXPLOSIVE SUPERVISION (LIC)	
22	DECK CARGO HANDLING / SUPERVISION	CTE	COMP TIME EARNED	4-9
		MDN	CARGO SUPERV (LIC-DK) / SHIP TRASH (LANT UNL)	
		OTN	OVERTIME	
		PTN	PENTALY PAY	
		CTE	COMP TIME EARNED	
23	EXPLOSIVE HANDLING (UNL)	EFN	ON DUTY - EXPLOSIVE HANDLING	4-9
		EZN	OFF DUTY - EXPLOSIVE HANDLING	
		OTN	OVERTIME	
		OTN	OVERTIME	

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
24	UNDERWAY REPLENISHMENT DUTIES	CTE	COMP TIME EARNED	3-9
		GON	REPLENISHMENT MIN OT RATE	
		OTN	OVERTIME	
25	INREP / IMPORT CONSOL DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
26	VERTREP / FLIGHT QUARTER DUTIES	CTE	COMP TIME EARNED	3-9
		GON	REPLENISHMENT MIN OT RATE	
		OTN	OVERTIME	
27	FLIGHT DECK / GEAR MAINT / INSPECTION DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
28	HANDLE DIS/CONNECT CARGO / BUNKER HOSES	CTE	COMP TIME EARNED	4-9
		OTN	OVERTIME	
		PTN	PENTALY PAY	
29	MOORING LINES ASHORE	PTN	PENTALY PAY	4-19
30	DUTY DRIVER <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
31	TANK CLEANING / REPAIR DUTIES	CTE	COMP TIME EARNED	4-18
		MGN	OFF DUTY - REF: CMPI 610 FOR POS/COAST ENTITLEMENT	
		MHN	ON DUTY - REF: CMPI 610 FOR POS/COAST ENTITLEMENT	
		OTN	OVERTIME	
		PTN	PENTALY PAY	
		THN	TANK CLEANING/REPAIR; DIRTY-WORK-ENCL-SPACES (LIC ENG)	
		TJN	OFF DUTY - TANK CLEANING (LANT UNL)	
		TKN	ON DUTY - TANK CLEANING (LANT UNL)	
32 NOT ACTIVE - USE DUTY CODE 33				
33	DIRTY WORK (ENCL SPACES / SOOT / OIL SPILLS)	CTE	COMP TIME EARNED	4-13
		FAN	OFF DUTY - DIRTY-WORK (LANT UNL DECK/ENG & PAC UNL ENG)	
		FBN	ON DUTY - DIRTY-WORK (PAC UNL ENG)	
		FFN	ON DUTY - DIRTY-WORK (LANT UNL DECK / ENG)	
		GSN	ON DUTY - OIL SPILLS (UNL SUPPLY & PAC UNL DECK)	
		MHN	ON DUTY - REF: CMPI 610 FOR POS / COAST ENTITLEMENT	
		OTN	OVERTIME	
		PTN	PENTALY PAY	
		THN	TANK CLEANING/REPAIR; DIRTY-WORK-ENCL-SPACES (LIC ENG)	

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
34	SAND - BEAD BLAST / SPRAY PAINT	CTE	COMP TIME EARNED	4-17
		FDN	ON DUTY - (LANT UNL)	
		MHN	ON DUTY - REF: CMPI 610 FOR POS / COAST ENTITLEMENT	
		OTN	OVERTIME	
		PTN	PENTALY PAY	
35	OFFLOAD TRASH	CTE	COMP TIME EARNED	4-12
		MDN	CARGO SUPERV (LIC DK) / SHIP TRASH (LANT UNL)	
		MHN	ON DUTY - REF: CMPI 610 FOR POS / COAST ENTITLEMENT	
		OTN	OVERTIME	
		PTN	PENTALY PAY	
36	LAUNCH / RECOVER BOATS	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
37	ASST TO SPONSORS	CTE	COMP TIME EARNED	4-1
	<IDENTIFY>	OTN	OVERTIME	
38	BUNKER / ONLOAD / OFFLOAD / TANK SOUNDINGS	CTE	COMP TIME EARNED	4-1 4-9
		OTN	OVERTIME	
		PTN	PENALTY PAY	
39	EMERGENCY REPAIRS (CASREP)	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
40	ANORS REPAIRS (CASREP PREVENT)	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
41	INSTALL NEW EQUIPMENT	CTE	COMP TIME EARNED	4-14
		FLB	ELECTRONIC TECH (PAC)	
		OTN	OVERTIME	
		PTN	PENTALY PAY	
42	M & R PROJECTS	OON	M&R OVERTIME	4-1
43	BOILER SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
44	DIESEL SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
45	AUXILARY SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
46	WORKING ALOFT	CTE	COMP TIME EARNED	4-15
		FLB	ELECTRONIC TECH (PAC)	
		OTN	OVERTIME	
		PTN	PENTALY	
47	REEFER SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
48	FUEL SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
49	ELECTRICAL SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
50	PLUMBING / CHT / MSD SYSTEM MAINT / REPAIR	CTE	COMP TIME EARNED	4-13
		FAN	OFF DUTY - DIRTY-WORK (LANT UNL DK/ENG & PAC UNL ENG)	
		FBN	ON DUTY - DIRTY-WORK (PAC UNL ENG)	
		FFN	ON DUTY - DIRTY-WORK (LANT/UNL DECK/ENG)	
		OTN	OVERTIME	
		PTN	PENTALY	
51	WORK BELOW DECK PLATES / BILGES	CTE	COMP TIME EARNED	4-13
		FAN	OFF DUTY - DRDY-WRK (L/UNL DECK/ENG & P/UNL ENG)	
		FBN	ON DUTY - DRDY-WRK (PAC/UNL ENG)	
		FFN	ON DUTY - DRDY-WRK (LANT/UNL DECK/ENG)	
		MGN	OFF DUTY - REF: CMPI 610 FOR POS/COAST ENTITLEMENT	
		MHN	ON DUTY - REF: CMPI 610 FOR POS/COAST ENTITLEMENT	
		OTN	OVERTIME	
		PTN	PENTALY	
52	ROUTINE STEWARD DUTIES S/S/H	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
53	ADD'L STEWARD DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
	54 NOT ACTIVE - USE DUTY CODE 52			
55	DOMESTIC REEFER BOXES (CLEAN / DEFROST)	CTE	COMP TIME EARNED	4-28
		OTN	OVERTIME	

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
56	ROUTINE COOK DUTIES S/S/H	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
57	ADD'L COOK DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
58	EXTENDED MEAL HOURS	CTE	COMP TIME EARNED	4-28
		OTN	OVERTIME	
		PTN	PENTALY PAY	
59	SERVING MEALS OUTSIDE THE MESS	CTE	COMP TIME EARNED	4-28
		OTN	OVERTIME	
		PTN	PENTALY PAY	
60	HOT NIGHT LUNCH	CTE	COMP TIME EARNED	4-6
		OTN	OVERTIME	
61	SANITATION DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
	62 NOT ACTIVE - USE DUTY CODE 63			
63	SHIP'S STORES / PROVISIONS	CTE	COMP TIME EARNED	4-11
		OTN	OVERTIME	
		PTN	PENTALY PAY	
64	INVENTORY REQUIREMENTS	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
65	PAYROLL / DISBURSING DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
66	PORT CLEARANCE AND CUSTOMS	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
67	CREW CHANGE / DISCIPLINARY ACTION	CTE	COMP TIME EARNED	
		OTN	OVERTIME	
68	PURSER ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
69	OPTAR / FINANCIAL DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
70	SHIPS MAIL DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
	71 NOT ACTIVE - USE DUTY CODE 65			
72	COSAL / OPTAR MAINT / REPORTS	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
73	HAZMAT MAINT / REPORTS	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
74	REQUISITION / ORDERING DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
75	MATERIAL PICK-UP / STOWAGE	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
76	DECK / HULL / FILL / QCOG / PROV LOAD ACCT	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
77	SICK CALL S/S/H	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
78	PEST CONTROL DUTIES	CTE	COMP TIME EARNED	4/1
		OTN	OVERTIME	
79	EMERGENCY MEDICAL SERVICES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
80	FOOD / CARGO / PROV INSPECTION DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
81	DISINTERESTED OFFICER DUTIES	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
82	SUPPER RELIEF	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
83	PENALTY MEAL TIME	PTN	PENTALY PAY	4-4
84	PAYMENT IN LIEU OF REST (0001 - 0600)	GTB	PAY FOR NO REST PERIOD (UNL)	4-3
		PTN	PENTALY PAY	
85	LIBERTY RESTRICTED	PTN	PENTALY PAY	4-22

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
86	DELAYED IN DEPARTURE	CTE	COMP TIME EARNED	4-23
		OTN	OVERTIME	
		PTN	PENALTY	
87	TRAINING / DRILLS "ON SHIP" <IDENTIFY>	CTE	COMP TIME EARNED	4-29
		OTN	OVERTIME	
88	T-ARS & T-ATF (TOWING & SALVAGE)	CTE	COMP TIME EARNED	4-20
		OTN	OVERTIME	
89	SHIPYARD ASSIST	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
90	ARCTIC / ANTARTIC WORK	CTE	COMP TIME EARNED	4-21
		OTN	OVERTIME	
		PTN	PENTALY	
91	SUPPLY - ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
92	COMM - ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
93	LIC DECK ADMIN - NO PURSER / MSO "ASSIGNED"	CTE	COMP TIME EARNED	4-26
		OTN	OVERTIME	
		PTN	PENALTY PAY	
94	INSPECTIONS AND MEETINGS	CTE	COMP TIME EARNED	4-7
		OTN	OVERTIME	
95	DECK - ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
96	ENGINE - ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
97	STWD - ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
98	MSO - ADMIN DUTIES <IDENTIFY>	CTE	COMP TIME EARNED	4-1
		OTN	OVERTIME	
	99 NOT ACTIVE			

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
A1	UNAUTHORIZED ABSENCE (AWOL)	KAW	AWOL - UNAUTHORIZED ABSENCE	CMPI 630
		KPN	NON PAY STATUS (SAT / SUN)	
	A2 NOT ACTIVE			
A3	ADMINISTRATIVE LEAVE TAKEN	LAD	ADMIN LEAVE TAKEN	CMPI 630
A4	ANNUAL LEAVE TAKEN	LAN	ANNUAL LEAVE TAKEN	CMPI 630
A5	OVERDUE RELIEF AWARDS	IRA	OVERDUE AWARD (01 - 45) (ONE UNIT ENTRY)	
		IRB	OVERDUE AWARD (46 +) (ONE UNIT ENTRY)	
	A6 NOT ACTIVE			
A7	COMP TIME TAKEN	CFT	COMP TIME TAKEN (TRAVEL)	
		CTT	COMP TIME TAKEN (OVERTIME)	
A8	CONTINUATION OF PAY (INJURY)	LTR	CONTINUATION OF PAY - TRUMATIC INJURY	
A9	COURT LEAVE TAKEN	LCT	COURT LEAVE TAKEN	
	B1 – B2 NOT ACTIVE			
B3	HAZARD CARGO PAY	BZN	ADD'L 10% DAILY BASE (DAILY UNIT ENTRY)	4-9
		NBN	ADD'L 10% (LIC-W / STAFF / SCO) (DAILY UNIT ENTRY)	
B4	IMMINENT DANGER PAY	EDP	IMMINENT DANGER PAY (DAILY UNIT ENTRY)	4-24
B5	TRAINING "OFF SHIP" <IDENTIFY>	CTE	COMP TIME EARNED	
		OTN	OVERTIME	
		RIT	STRAIGHT TIME	
	B6 NOT ACTIVE			
B7	LEAVE SUPPLEMENT (UNL)	LSU	LEAVE SUPPLEMENT (LANT UNL)	
B8	LWOP (APPROVED BY MANAGEMENT)	KLW	LEAVE WITHOUT PAY (WEEKDAYS)	CMPI 630
		KPN	NON PAY STATUS (SAT / SUN)	
	B9 NOT ACTIVE			
C3	NON WATCH ALLOWANCE	NWN	NON WATCH (LIC-W / STAFF / SCO)	
	C4 NOT ACTIVE			
C5	POOLTIME ON S/S/H	RDO	REGULAR DAY OFF / SUPPORT TRAINING	
	C6 NOT ACTIVE			
C7	REG DAY OFF (ON ANNUAL LEAVE)	RDA	WHILE TAKING ANNUAL LEAVE	SUPPORT D/C A4 & D4

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
C8	REG DAY OFF (ON SHORE LEAVE)	RDH	WHILE TAKING SHORE LEAVE	SUPPORT D/C D7
C9	REG DAY OFF (ON SICK LEAVE)	RDS	WHILE TAKING SICK LEAVE	SUPPORT D/C D7
	D1 – D3 NOT ACTIVE			
D4	RESTORED ANNUAL LEAVE TAKEN	LRS	RESTORED ANNUAL LEAVE TAKEN	CMPI 630
	D5 – D6 NOT ACTIVE			
D7	SHORE LEAVE TAKEN	LSH	SHORE LEAVE TAKEN	CMPI 630
D8	SICK LEAVE TAKEN	LSK	SICK LEAVE TAKEN	CMPI 630
	D9 – E1 NOT ACTIVE			
E2	SERVICES PROVIDED TO EXTRA PERSONS	BSN	ADD'L 10% STWD DEPT (DAILY UNIT ENTRY)	4-28
E3	LOGGING (NTE 2 DAYS)	KSU	IAW CMPI 750 / LER	
E4	WAR ZONE BONUS	BWB	100% DAILY BASE PAY	4-24
E5	VESSEL ATTACK BONUS	EVB	VESSEL ATTACK (DAILY UNIT ENTRY)	4-24
E6	HARBOR ATTACK BONUS	EHB	HARBOR ATTACK (DAILY UNIT ENTRY)	4-24
E7	TEMP CHANGE OF POSITION (13 DAYS OR LESS)	GEN	ADD'L COMP (UNL) (DAILY UNIT ENTRY)	4-7
		GWN	ADD'L COMP (LIC) (DAILY UNIT ENTRY)	
E8	TIME OFF AWARD TAKEN	LYY	TIME OFF AWARD TAKEN	
E9	CARPENTRY DUTIES (UNL / DECK)	CTE	COMP TIME EARNED	4-30
		OTN	OVERTIME	
		PTN	PENTALY PAY	
	F1 NOT ACTIVE			
F2	SURFACE RESCUE SWIMMER	CTE	COMP TIME EARNED	4-21
		MRS	SRS - PENTALY PAY	
		OTN	OVERTIME	
	F3 – J9 NOT ACTIVE			
K1	FURLough TIME TAKEN	KKE	FURLough TIME TAKEN	
		KPN	NON PAY STATUS FOR (SAT / SUN)	
	K2 – R9 NOT ACTIVE			

DUTY CODE	DUTY CODE DESCRIPTION	EARN CODE	EARNING CODE DESCRIPTION	CMPI 610 REF
S1	HABITABILITY PAY	(CIVMARS ABOARD SHIP)	IHG IHM IHP IHR	40.00 / DAILY UNIT ENTRY 6.50 / DAILY UNIT ENTRY 30.00 / DAILY UNIT ENTRY 35.00 / DAILY UNIT ENTRY