



DEPARTMENT OF THE NAVY  
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC  
N.S.C., OAKLAND, CALIFORNIA 94625

MSTSPAC 6010.5H  
P-4M  
23 May 1968

MSTSPAC INSTRUCTION 6010.5H

From: Commander, Military Sea Transportation Service, Pacific  
To: Distribution List

Subj: Treatment of civilian marine employees at the U. S. Public Health Service Hospital; procedures for

Ref: (a) CMPI 5100.4-2.d. (Accident Reporting Procedures Afloat)

Encl: (1) U. S. Public Health Service Medical Facilities in the Pacific

1. Purpose. The purpose of this Instruction is to set forth procedures required to establish eligibility for medical care and treatment and for the referral of civilian marine personnel to the U. S. Public Health Service Hospital.

2. Cancellation. MSTSPAC Instruction 6010.5G is superseded. \*

3. Background. It has been noted that some civilian marine employees assigned in ships have reported directly to the U. S. Public Health Service Hospital or the COMSTSPAC Medical Office without approval of Masters, department heads or supervisors. Employees who leave ships during regular duty hours without the approval of Masters, department heads or supervisors are subject to disciplinary action.

4. Policy. Procedures established by this Instruction will be followed by civilian marine employees while in home port. IT IS NOT, HOWEVER, THE INTENT OF THIS INSTRUCTION TO PREVENT SHIP PERSONNEL FROM REPORTING DIRECTLY TO THE U. S. PUBLIC HEALTH SERVICE HOSPITAL IN CASE OF AN EMERGENCY OR WHEN ILLNESS OR INJURY OCCURS OUTSIDE NORMAL WORKING HOURS. Enclosure (1) lists U. S. Public Health Service medical facilities in the Pacific.

a. Establishing Eligibility for Treatment

(1) Civilian marine employees are responsible for establishing eligibility for medical care and treatment at the U. S. Public Health Service Hospital. Those who have sailed sixty (60) or more days in the last six-month period or new employees who have been employed for ninety (90) days are entitled to care and treatment.

(2) Employees not meeting the above service requirements may request a letter from the Director, Employment Division, COMSTSPAC to establish eligibility. Final decision will be based on the following:

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(a) Employees who have not sailed for sixty (60) or more days in the last six (6) month period, but have show intentions to sail, will be issued letters showing that they are in a leave status, pending placement in a ship. Reasons why they have not sailed will be included in the letters. The letters, Continuous Sea Service Records or Masters' Certificates will be presented to U. S. Public Health Service Hospital Officials.

(b) Employees on extended approved leave who have indicated that they are not available for duty will not be issued letters to establish eligibility for treatment and will not be issued Masters' Certificates.

b. Appointments. Except in emergencies, appointments for consultations, treatment or hospitalization at the U. S. Public Health Service Hospital will be arranged for by the Staff Medical Officer.

## 5. Procedure

a. Before leaving ships or duty stations during duty hours, employees shall obtain permission of Masters, department heads or supervisors, as appropriate.

### (1) Ships with Medical Officers

(a) Shipboard supervisors shall refer ill or injured crew members to ships' Medical Officers who will record their findings on Standard Form 600. When a shipboard supervisor is of the opinion that a crew member has become sick or disabled to the extent that he is no longer able to perform his duties, a report, MSTSPAC 6010-1, concerning employees performance of duties and conduct shall be furnished the Industrial Relations Office, Attention Code P-22, and the MSTSPAC Staff Medical Officer.

(b) Where practicable, ships' Medical Officers shall determine if crew members are fit or unfit for duty. If fit for duty, crew members shall be directed to report to their supervisors and Standard Forms 600 shall be retained in ships' medical record files. If crew members are unfit for duty, they shall be given completed and signed Consultation Sheets and directed to report to Parsers after securing permission from their shipboard supervisors.

(c) Parsers shall prepare Dispensary Permit Forms, NAVSO 5100/9 in duplicate. Crew members shall be furnished either Continuous Sea Service Records or completed Masters' Certificates (PHS 125) and completed NAVSO 5100/9 with instructions to report to the Staff Medical Officer.

(2) Ships without Medical Officers

(a) Shipboard supervisors shall refer ill or injured crew members to Purser for preparation of Dispensary Permit Forms, NAVSO 5100/9 in duplicate. When a shipboard supervisor is of the opinion that a crew member is no longer able to perform his duties, a report, MSTSPAC 6010-1, concerning employee's performance of duties and conduct shall be submitted to the MSTSPAC Medical Officer. A copy of the report shall be furnished the Industrial Relations Office, attention Code P-22.

(b) Crew members shall be furnished completed Dispensary Permits and Continuous Sea Service Records or completed Masters' Certificates with instructions to report to the Staff Medical Officer.

b. The Staff Medical Officer will determine if crew members are fit or unfit for duty. The Industrial Relations Office will be notified when crew members assigned in ships are found not fit for duty.

c. If appointments with the USPHS Hospital are not required, Dispensary Permits will be completed to show the time of release and will show in remarks statements regarding fitness for duty. Crew members shall return to the ships' Purser with originals of the Dispensary Permits and their Continuous Discharge Books or Masters' Certificates.

d. If further medical evaluation by the USPHS Hospital is required:

(1) The Staff Medical Officer will arrange for appointments. Time of release from the Staff Medical Office, time and date of appointments and a statement regarding crew members' fitness for duty pending appointments will be shown in remarks on the Dispensary Permits. Crew members shall return to Purser with originals of the completed Dispensary Permits and their Continuous Discharge Books or Masters' Certificates.

(2) Purser shall advise shipboard supervisors regarding the fitness for duty of crew members as reported by the Staff Medical Office. Prior to reporting for appointments with the USPHS Hospital, crew members shall obtain permission from shipboard supervisors. When the Staff Medical Officer determines that crew members will not have sufficient time prior to hospital appointments to permit return to ship, crew members will be instructed to proceed directly to the USPHS Hospital. The Dispensary Permit will be completed to be returned with the man to the Purser after hospital appointment.

(3) The following procedure applies in all cases of referral to the USPHS Hospital:

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(a) Crew members who have been found fit for duty in the Staff Medical Office prior to their hospital appointments and also found fit for duty by the hospital, shall report to the Purser with two copies of the USPHS Medical Report of Duty Status. The Purser shall notify the Staff Medical Office of this fact by telephone (466-6361) and shall mail a copy of the Medical Report of Duty Status to that office retaining one copy for his file.

(b) Crew members who have been found not fit for duty in the Staff Medical Office prior to their hospital appointments and found fit for duty by the hospital, shall report to the Staff Medical Office in person with their Medical Report of Duty Status. The Staff Medical Officer will complete a Dispensary Permit to be returned with the crew member to the Purser denoting the time reporting to the Medical Office, time of release and in remarks, statement regarding fitness for duty.

(c) In all cases when found not fit for duty by the hospital, crew members shall report in person to the Staff Medical Office with their Medical Report of Duty Status. In these cases also, a Dispensary Permit completed in the Staff Medical Office will be returned with the crew member to the Purser.

(d) It is possible that crew members will have an extended period wherein they are not fit for duty, and the ship sails prior to their having been made fit for duty. In these cases, the individual should report to the Staff Medical Office or, when out of headquarters area, report to the nearest MSTC office, for further assignment.

(4) In receiving Section (ashore). Ill or injured civilian marine employees will be referred to the Staff Medical Officer with MSTSPAC Form 6120-9 by Director, Employment Division. If appointments are arranged at the USPHS Hospital and employees do not hold their Continuous Sea Service Records, they will obtain Masters' Certificates from Director, Employment Division.

(5) Occupational Injury or Illness. Supervisory personnel shall follow procedures set forth in reference (a) in cases of occupational injury or illness.

6. Dissemination. Masters shall insure dissemination of the contents of this Instruction to shipboard personnel.

T. F. SANDERS  
Acting

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Directives Control

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ENCLOSURE (1)

U. S. PUBLIC HEALTH SERVICE MEDICAL FACILITIES IN THE PACIFIC

U. S. Public Health Service Hospital  
15th Avenue at Lake Street  
San Francisco, California 94118

U. S. Public Health Service Hospital  
1131 - 14th Avenue, South  
Seattle, Washington 98114

Out-Patient Clinic  
U. S. Public Health Service  
Federal Building  
Los Angeles, California 90012

Out-Patient Clinic  
U. S. Public Health Service  
Federal Building  
San Pedro, California 90733

U. S. Public Health Service  
Out-Patient Clinic  
220 Court House  
Broadway and Main Streets  
Portland, Oregon 97205

Out-Patient Clinic  
U. S. Public Health Service  
Post Office Building  
San Diego, California 92115

Out-Patient Clinic  
U. S. Public Health Service  
591 Ala Moana Blvd.  
Honolulu, Hawaii 96813

Dental Treatment:  
U. S. Public Health Service Dental Clinic  
U. S. Quarantine Station  
Fort Armstrong (Adjacent to Pier 1.)  
Honolulu, Hawaii 96813

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