

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA 94129
MSTSPAC 12410
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19 May 1966

MSTSPAC NOTICE 12410

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

Subj: Indoctrination of civilian marine employees

Ref: (a) CMPI 410.6-2, Indoctrination
(b) MSTS Form 12410/1 (Rev. 8-63), Indoctrination Check List
(c) MSTS Form 12135-2, Employee's Ship Record

1. Purpose. The purpose of this Notice is to emphasize indoctrination requirements contained in reference (a).
2. Background. The objective of the indoctrination prescribed by reference (a) is to adjust marine employees to the requirements of their jobs. For new employees, the methodical use of reference (b) is essential to ensure complete employment orientation.
3. Problem. A review of recent disciplinary cases reveals that some civilian marine personnel hired in recent months were not indoctrinated as required. If personnel are to meet established performance requisites and prescribed standards of conduct, they must be made aware of their obligations and duties.
4. Action. Masters shall ensure that civilian marine employees are indoctrinated in compliance with reference (a), and that references (b) and (c) are completed.
5. Cancellation. This Notice is cancelled on 31 May 1967.

WM. D. IRVIN

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