

INDOCTRINATION CHECK LIST

MSTS FORM 12410-1 (REV. 8-63)

NAME	POSITION	SHIP	DATE
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INSTRUCTIONS

The purpose of this check list is to adjust the new crew member to his job. Section I will be completed by the Training Division while the employee is awaiting assignment in the Receiving Branch or by the Purser aboard ship. Section II will be completed by the employee's department head. The items in Section III will be covered by the Ship's Training Officer. The employee

will sign the completed form as acknowledgement that he has been informed of all items. The Purser will enter on the Employee's Ship Record Form the ship's name and date on which indoctrination was completed. He will retain the Check List aboard until separation of the employee from the ship, when the form will be discarded.

SECTION I - TRAINING DIVISION OR PURSER ITEMS	CHECK	SECTION II - DEPARTMENT ITEMS (CONT'D)	CHECK
1. How and when paid.		34. Areas restricted to crew.	
2. Allotments.		35. Attitude toward passengers.	
3. Mail.		36. Courtesy and working relationships.	
4. Ship's orders.		37. Wearing of uniforms.	
5. I. D. cards and shore passes.		38. Discipline and standard schedule of offenses and penalties.	
6. Compensation benefits.		39. Request for annual leave or sick leave.	
7. Incentive awards and cost reduction program.		40. Hygiene and V. D. prevention.	
8. Grievance procedure.		41. Accident prevention.	
9. Recreation facilities.		42. Safety precautions.	
10. Exchange location.		43. Personal protective equipment-available and use.	
11. Bulletin boards.		44. Economy and conservation of supplies.	
12. Overtime provisions.		45. Training and instruction material.	
13. Employment conditions.		46. Operation and maintenance of equipment.	
14. Non-discriminatory employment policy.		47. Performance requirements and ratings.	
15. Leave policy.		48. Introduction to shipmates.	
16. General ports of call.		49. Standards of conduct.	
17. Other advantages of MSTS employment.		50. Employee-management cooperation program.	
18. Sailing day muster.		51.	
19. Missing ship in a foreign port.		52.	
20. Security (Ship, classified matter, and counseling on subversive organizations.)		53.	
21.		54.	
SIGNATURE (Director, Training Division, or Purser)		SIGNATURE (Supervisor)	

SECTION II - DEPARTMENT ITEMS	CHECK	SECTION III - TRAINING ITEMS	CHECK
22. Assignment to quarters and mess.		56. MSTS history, organization, and operations.	
23. Location of heads and showers.		57. Shipboard organization.	
24. Working duties and hours of watch assignment.		58. Lifeboatman certification.	
25. Identity of other line supervisors who may give orders or personnel to be supervised.		59. Training facilities.	
26. How to get needed tools and supplies.		60. Training opportunities.	
27. Fire, emergency, and boat stations and duties.		61. Promotion policy.	
28. How to turn in a fire alarm.		62.	
29. Reporting sick.		63.	
30. Ship cleanliness.		64.	
31. Personal cleanliness.		65.	
32.		SIGNATURE (Ship's Training Officer)	
33.		DATE	
SIGNATURE OF EMPLOYEE		SIGNATURE OF DEPARTMENT HEAD	