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DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
NAVAL SUPPLY CENTER
OAKLAND, CALIFORNIA 94625

SEP 26 1966

MASTER
USNS POPE T-AP110

1 September 1966

NOTES FOR DEPUTY DISBURSING OFFICERS/PURSERS

NOTE NO. 2-67

1. PAY RECEIPTS (SF 1075). It is imperative that signatures be obtained on all Pay Receipts (SF 1075). The Disbursing Officer has been successful in the past in obtaining signatures for 1075's submitted without them, but there is always the possibility that the employee has resigned and his whereabouts are unknown. Pay receipts without the employee's signature are not valid documents, and cannot be credited to the accounts of a Deputy Disbursing Officer. NAVCOMPT Manual 045012-1b sets forth the regulations concerning the preparation of SF 1075's.
2. PAYROLLS. NIF Handbook 0703-17(c) outlines payroll preparation in instances involving sub-vouchers. In these cases, the sub-voucher number and the amount of cash being signed for must be shown in the signature block of the Payroll Listing (NAVCOMPT 185).
3. POSITION CODES FOR ORDINARY SEAMEN.
 - a. In accordance with the Pacific Schedule of Wages, as amended by SECNAV-MSTS 26, letter of 30 July 1965, the position of Ordinary Seaman (Day) @ \$4680 p/a was established and position code 171 assigned. Ordinary Seaman (Watch) @ \$4962 p/a will continue under position code 170.
 - b. Extreme care should be exercised to insure that the correct position code number is reflected on all pertinent payroll documents, e. g., time cards, O/T authorizations, etc.
4. CHANGE TO NIF HANDBOOK. There has been promulgated recently a revision to the Chart of Accounts effective 1 July 1966, for inclusion in the NIF Handbook. It would behoove all personnel to review this change, as there are many code changes in asset and liability accounts, series 1100 through 2900. The following are a few of the pertinent account codes which have been changed:

<u>OLD</u>	<u>NEW</u>
1101	1100
2105	2154
2106	2155
2205	2211

5. MAIL ORDERLY AUTHORIZATION FOR U. S. POST OFFICE - NAVAL SUPPLY CENTER.

- a. Attention is invited to the requirement for Masters of MSTS ships to furnish a letter to the Postmaster, U. S. Post Office-Naval Supply Center, Oakland, California, listing ship mail orderlies authorized to pick up mail.

The U. S. Post Office at the Supply Center will not release mail to ship's personnel unless a letter of authorization from the Master is on file. This letter is in addition to the Appointment of Unit Mail Clerk or Mail Orderly (DD 285), which the mail orderly must carry in the performance of his duties.

b. The letter should be in the following format:

From: Master, USNS
To: Postmaster, Oakland, California (Attn: Naval Supply Center Station)
Subj: Mail orderly authorization

1. This will authorize _____

Name

Signature

Name

Signature

to pick up mail for delivery to USNS _____. This supersedes previous authorizations and is in effect until revoked.

Master

Copy to:
COMSTSPAC (P-142)

6. SUBSISTENCE COLLECTIONS. Recently, several transports and special project ships have been granted an increase in their ration allowance. This increase should be reflected not only in the daily monetary rate for subsistence, but also in the amount to be collected from personnel required to pay for their subsistence. The rate to be collected for official guest meals will also be increased accordingly.

7. MANUAL CANCELLATION. Submarine Recognition Manual (NAVPERS 10011) has been cancelled by COMSTSNOTE 5605 of 7/26/66 (NOTAL).

8. REQUIRED FCC PUBLICATIONS. Enclosure (3) of COMSTSINST 5605.4C authorizes certain FCC publications for Masters of MSTSPAC USNS civil-service manned ships. Requests for these may be submitted by memo to COMSTSPAC (P-14). Requisitions should not be submitted to the Federal Communications Commission, as responsibility for furnishing these items is placed with COMSTS. COMSTSPAC maintains a small supply for issue to MSTSPAC ships as the need arises.

9. BALANCE OF PAYMENTS.

a. SECNAV has expressed concern over the Balance of Payments (BOP) situation. Efforts should be made to reduce or eliminate expenditures in foreign ports which have an impact on the BOP, whenever possible. For example, when possible, laundry in foreign ports should be consigned to U. S. facilities rather than to local vendors. With a little pre-planning, we can do our part toward solving this extremely troublesome problem.

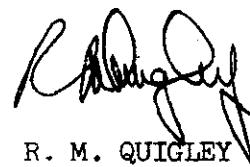
b. All personnel should also review Purser's Note number 4-66, paragraph (1).

10. TIME & ATTENDANCE CARDS PROBLEM AREAS.

a. Great care should be exercised in reflecting properly and uniformly the line items of the T&A cards headed "EARNINGS". This is most important not only for current payments made to the individual employee, but is also essential for correct determination and computation of such earnings items that may become subject to future retroactive pay changes, for which the T&A card is the basic document.

b. The "BASE PAY" line should show the actual number of "HOURS," not days, being paid. Following that come the different line items of the block marked "PREMIUM PAY," constituting any earnings above and beyond base pay. The breakdown of the premium pay items on the T&A cards have nothing to do with the cost account headings required by the Overtime Authorization Record Forms. Use one (1) line each on the T&A card to reflect, as applicable, all units of the same type and pay due the employee under the applicable provisions of CMPI 610 and the Pacific Schedule of Wages, e. g., one (1) line item each for all the hours paid as overtime (OT), penalty time (PT) - even if the hourly pay rates are identical - the different types of additional compensation (AC), special rates (SR), 10% hazardous cargo pay (HZ), 100% Zone VI area bonus (AB) or (ABC), or any other item of pay above and beyond base pay. Any unusual pay item should show an asterisk (*) and be fully explained on the back of the T&A card.

c. Please bring these important requirements to the attention of the department heads.



R. M. QUIGLEY
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COMMENTS ON THE ABOVE ITEMS ARE INVITED

This report and any comments submitted thereon are an informal
means of interchanging information. Separate official corres-
pondence must be used to direct or request information.