

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA 94129

MSTSPAC
P52
3 February 1965

MSTSPAC INSTRUCTION 5330.3B

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

Subj: Civilian marine overtime and premium pay; recording of *

Ref: (a) COMSTSINST 12590.1 (Subj: Authority and responsibility for premium pay aboard ship)

Encl: (1) (SC) Supply of Overtime Authorization Record, MSTSPAC Form and Report 5330/6 (SC)

1. Purpose. To furnish revised instructions for coding and reporting civilian marine overtime in order that audits ashore required by reference (a) may be expedited and to revise and simplify the procedures for recording of certain overtime in ships assigned to COMSTSPAC. *

2. Cancellation. MSTSPAC INSTRUCTION 5330.3A is cancelled. *

3. Definitions. *

a. Overtime

(1) For day workers, overtime consists of work performed in excess of an 8 hour day or a 40 hour week and for all work performed on holidays at sea or in port.

(2) For watchstanders in port, overtime consists of work performed in excess of an 8 hour day or 40 hour week and for all work performed on holidays.

(3) Hazardous or dirty work or work not normally that of a seaman, for which a rate other than the overtime rate provided in the wage schedule is applicable provided such work is done outside of the standard 8 hour day.

(4) Routine night watches and donkey watches falling on Saturdays, Sundays and holidays in port.

(5) Extra pay in excess of base pay for watchstanders performing routine watches at sea on Saturdays, Sundays and holidays.

(6) Extra pay in excess of base pay for steward personnel performing regular duties at sea on Saturday, Sunday and holidays.

Premium Pay

(1) Hazardous or dirty work, or work not normally that of a seaman, for which a rate other than the overtime rate provided in the wage schedule is applicable provided that work is performed during the standard 8 hour day.

(2) Routine night watches and donkey watches in port, Monday through Friday.

(3) All 'special rates' for work performed during regular working hours.

(4) Additional compensation paid to masters, licensed deck officers and licensed engineers, who do not stand a regular sea watch and whose normal tours of duty at sea are 40 hours per week.

(5) Additional compensation of 10% of base pay paid to personnel on board ships carrying 50 short tons or more of explosive or dangerous cargo.

* 4. Procedures

a. Overtime Authorization Record (MSISPACE Form and Report 5330/6) shall be used for authorizing the expenditure of overtime and all other premium pay; for recording overtime hours actually worked and for recording hours subject to other premium special, or penalty time rates. A separate form for each employee will be prepared in triplicate for each pay period. Overtime authorization forms will also be used to support payments to masters for shifting ship and for recording compensatory time of chief engineers. Approval of the master is required prior to the performance of overtime work. For additional instructions see enclosure (1).

b. The format set forth in enclosure (1) is designed to provide uniformity in preparation and to simplify the recording of overtime and other premium pay hours. Duty codes are now incorporated in the Overtime Authorization Record. The appropriate code must be shown in the column provided for this purpose. M&R Code 19 is limited to soot blowing, sanitary duties and fresh water chlorination performed by engine department only. Additional brief description is required for Codes 21 and 22 as required by Item 6 on reverse of Overtime Authorization Record (MSISPACE Form 5330/6).

c. Personnel responsible for the preparation of the Overtime Authorization Record shall be familiar with definitions contained in paragraph 3 above in order to classify accurately the overtime and premium pay hours in the account columns provided thereon. Cost distribution demands consistency and accuracy of reported hours in order to administer overtime and premium pay effectively; and to simplify accounting applications heretofore requiring two or more separate and distinct analyses.

MSTSPACINST 5330.3B

3 February, 1965

5. Accounting. The following account numbers shall be used as applicable *
to the provisions of paragraph 3:

| <u>Overtime Accounts</u> | <u>Account</u> | <u>Other Premium/Special Penalty Pay Accounts</u> | <u>Account</u> |
|---------------------------|----------------|-------------------------------------------------------|----------------|
| Regular Overtime Pay | 5102 | Regular Premium Pay | 5107 |
| Reimbursable Overtime Pay | 5106 | Reimbursable Premium Pay | 5127 |
| M&R Overtime Pay | 5180-65 | M&R Premium Pay | 5180-64 |

6. Forms. An initial supply of MSTSPAC Form and Report 5330/6 will be for- *
warded under separate cover. Orders for additional forms shall be placed with
the COMSTSPAC Supply Officer.

7. Effective Date. The revised codes and reporting format will be effective
the first payroll period following receipt of this instruction and the initial
supply of enclosure (1).

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