

DEPARTMENT OF THE NAVY  
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA  
FORT MASON MSTSPAC 5512.1C  
SAN FRANCISCO, CALIFORNIA 94129

P-16/P-2  
26 March 1965

MSTSPAC INSTRUCTION 5512.1C

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

Subj: Control and identification of visitors

Ref: (a) CMPI 721.2-10g, General privileges of employee organizations  
(NOTAL)

1. Purpose. To state the requirements for boarding MSTSPAC ships.
2. Cancellation. MSTSPAC Instruction 5512.1B is cancelled.
3. Procedures, Identification Cards, Passes and Permits Required for Boarding MSTSPAC Ships

a. San Francisco Bay Area

(1) Military personnel - Armed Forces Identification Card  
(DD Form 2N-Active).

(2) Civilian Marine Employees - Identification Card (DD Form 489)  
and Civilian Marine Crew Pass (Form MSTSPAC 5512-4).

(3) COMSTSPAC Staff Civil Service Employees - Activity Pass  
(MSTSPAC Form 5512-1) marked "D-E".

(4) Commercial or Contractor Representatives

(a) U. S. Coast Guard Post Security Card or a validated  
Merchant Mariner's Document and:

1. Contractor Identification Card (MSTSPAC Form 5512-5)  
(for permanent employees) or:

2. Clearance for work given in advance by Director, Security  
Division, COMSTSPAC, for temporary employees. The supervisor must  
hold a Contractor Identification Card (MSTSPAC Form 5512-5).

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(5) Soliciting. Representatives of private companies or commercial organizations (e.g., cleaners, laundries, vendors, insurance companies, airlines, and bus tours) conducting business other than that officially required by COMSTSPAC shall be required to present a Visitor Identification Card (MSTSPAC GEN Form 5512-6). Visits require the approval of the commanding officer or master. Insurance salesmen shall be permitted on board by appointment only. Commanding officers and masters shall establish visiting hours. Personal business shall be conducted during non-working hours whenever possible. Visiting shall be scheduled at times when there will be least interference with ship operations. Commanding officers and masters shall insure that visitors are escorted to the designated areas.

(6) Guests in Ships. Guests of ship's personnel are required to possess a Guest Boarding Permit (MSTSPAC GEN Form 5512-2). Guests in this category shall not be permitted on board during embarkation, debarkation, or between the hours of 2200 and 0800. Subject to compliance with port or terminal regulations, visiting may be permitted at other times at the discretion of the commanding officer, master, or COMILDEPT.

(7) Employee Organizations. Employee organizations' activities shall be conducted in accordance with the provisions of reference (a). There have been a variety of practices observed by masters with respect to the time employee organization representatives are permitted to board ship in the home port for the purpose of conducting business of the organization. In some instances, masters have restricted such visits to lunch periods only. However, reference (a) does not prohibit a representative from being granted permission to visit a ship at any time during the day, subject to the requirements and limitations specified therein.

(a) Directive. Masters shall:

1. Restrict all ship visits in home port by organization representatives to those who have made arrangements for such visits through the COMSTSPAC, Industrial Relations Officer.

2. Ensure that gangway security watch personnel are informed of the names of employee organization representatives that have been cleared by COMSTSPAC headquarters to visit the ship.

3. Ensure that contacts by organization representatives with crew members are restricted to the non-duty hours of such crew members.

4. Ensure that the visits of organization representatives do not interfere with or retard the work in the ship.

5. Subject to the requirements and limitations specified in reference (a), permit representatives of recognized employee organizations to visit ships in home port at any time during the work day for the purpose of transacting the business of the organization.

6. Designate a space on board the ship for transaction of the organization's business.

7. Promptly notify COMSTSPAC of any violations of visiting privileges by organization representatives.

b. Outports

(1) Commanding officers and masters shall comply with the rules and regulations of the local commander and, where possible, require identification cards equivalent to those prescribed in paragraph 3. a. above.


(2) Personal business shall be conducted ashore in outports whenever possible.

4. Visitors of Passengers Embarking

a. Troop class passengers may be permitted to visit friends and relatives on the pier for a period from one hour to thirty minutes prior to sailing, at the discretion of the commanding officer or the COMILDEPT.

b. Cabin class passengers may be permitted visitors on board ship during the period designated for visiting. Passengers shall meet and identify their visitors at the gangway.

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(See page 4)

  
W. M. PRICE  
Chief of Staff

**MSTSPACINST 5512.1C**

**26 March 1965**

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