

DEPARTMENT OF THE NAVY  
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA  
FORT MASON  
SAN FRANCISCO, CALIFORNIA 94129  
MSTSPAC 5512.2B  
P-1  
7 April 1964

MSTSPAC INSTRUCTION 5512.2B

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

Subj: Name tags

1. Purpose. To establish the requirement for wearing name tags by certain personnel in MSTSPAC, and to prescribe the design and method of wearing them.
2. Cancellation. MSTSPACINST 5512.2A is cancelled. \*
3. Background. COMSTSPAC desires that personnel having official contact with passengers, visitors, and representatives of other military commands wear name tags.
4. Design. Name tags shall conform to the following: Size - 3/4 inch by 3 inches (may be longer in case of lengthy names); Color - Non-lustrous jet black background; Lettering - White block-type, 1/4 inch high, last name only; Material - Bakelite or any similar material which will hold the non-lustrous finish, with clutch type fasteners.
5. Action. All military and civilian personnel assigned to MSTSPAC offices and ships, who have frequent contact with passengers, visitors, or staff personnel, shall wear name tags while in a duty status. \*
6. Wearing \*
  - a. Name tags shall be worn on the naval uniform on the right breast in a position corresponding to that of ribbons on the left, but shall not be worn on any uniform when medals are prescribed. They shall be worn below the Command at Sea (or any other) insignia worn on the right breast.
  - b. Personnel not wearing the naval uniform shall wear the name tag immediately above the pocket on the left breast of the suit coat, or in the same relative position on the shirt when the coat is not worn.
  - c. Name tags shall be worn when personnel have official contacts outside of their respective commands, at briefings or conferences for outside personnel, and at other times when prescribed by competent authority.

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d. All name tags shall be of the design prescribed in paragraph 4 of this Instruction. However, personnel who now have suitable name tags of another design in their possession may use them until replacement is required.

7. Procurement

a. Civilian personnel

(1) Name tags will be provided by COMSTSPAC on request. Requests shall be submitted to COMSTSPAC on Form DD-1149 (Requisition and Invoice/Shipping Document) with a listing of name tags desired. All requisitions shall cite Appropriation 17X4912.3302, Expenditure Account 45000, Accounting Activity 62383, and Applicable General Ledger Account (5130 Ships, 5332 MSTSPAC Headquarters and MSTSOs and 1501-20 Shops).

b. Military personnel

(1) Inasmuch as name tags for military personnel are not authorized to be purchased with appropriated funds, name tags will be paid for by military personnel themselves.

*W. M. Price*  
W. M. PRICE  
CHIEF STAFF OFFICER

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